

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 3012-18

BEING a By-Law to Establish and Regulate a Fire Department in the Town of Hanover.

WHEREAS the Fire Protection and Prevention Act, 1997, Part II, Section 2 (1) as amended, enables Municipal Councils to establish and regulate a fire department;

AND WHEREAS the primary mission of the Town of Hanover Fire Department is to protect life and property from the devastation of fire and other emergencies through education, enforcement and operational programs;

NOW THEREFORE, the Council of the Corporation of the Town of Hanover enacts as follows:

1. DEFINITIONS:

In this by-law, unless the context otherwise requires:

- a. "Approved" means approved by the Council.
- b. "CAO" means the Chief Administrative Officer appointed by council to act as the Chief Administrative Officer for the Corporation.
- c. "Captain" means an officer appointed by the Fire Chief, in command of an assigned company of firefighters and/or equipment.
- d. "Chief" means the one person appointed by by-law by the Council to act as fire chief, or designate to act in accordance with the requirements of the Fire Protection and Prevention Act.
- e. "Company" means a complement of personnel operating one or more pieces of apparatus under the supervision of an officer.
- f. "Confined Space" means any space that has limited or restricted means for entry or exit (i.e. tanks, vessels, silos, storage bins, hoppers, and vaults) and is not designed for human occupancy.
- g. "Corporation" means The Corporation of the Town of Hanover.
- h. "Council" means the Council of the Corporation.
- i. "Department" means the Town of Hanover Fire Department.
- j. "Fire Prevention Inspector" means an inspector appointed by the Fire Chief to apply the fire prevention policy and who is designated as an Assistant to the Fire Marshal under subsection 11 (1) (c) of the Fire Protection and Prevention Act.
- k. "Fire Code" means the fire code established under Part IV of the Fire Protection and Prevention Act.
- l. "Fire Protection Agreement" is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions and all other aspects of the fire services purchased, provided and/or required.
- m. "FPPA" means the Fire Protection and Prevention Act 1997, S.O. 1997, Chapter 4 as amended, revised re-enacted and/or consolidated from time to time and any successor statute thereto.
- n. "Fire Protection Services" means a range of programs designed to protect the lives and property for the inhabitants, of the fire department response area, from the adverse effects of fires, sudden medical emergencies, exposure to dangerous conditions created by man or nature, and includes fire prevention, public education, rescue, and suppression services.
- o. "Firefighter" means the Fire Chief, Officer, or Firefighter and any other person employed in, or appointed to the Fire Department and assigned to undertake Fire Protection Services.
- p. "Full-time Firefighter" means a person regularly employed in the fire department on a full-time salaried basis, and assigned exclusively to fire protection or fire prevention duties, and includes officers.
- q. "Lieutenant" means an entry level fire officer position.
- r. "Limited Services" means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote properties, private roadways, lanes and drives.

- s. "Mutual Aid" means a program to provide/receive assistance in the case of a major emergency in a municipality, community or area where resources in a municipality, community or area have been depleted, or plan to be depleted, and where similar services can be provided based on Core Services as outlined in Appendix 'C'. This does not include Automatic Aid.
- t. "Officer" means any Firefighter with rank of Lieutenant or higher.
- u. "Operator" means any firefighter who operates the apparatus and the pump while on scene. This could be a firefighter with the necessary skills and qualifications, or an officer who is completing the function on a fire scene.
- v. "Platoon" means a complement of personnel operating one or more pieces of apparatus under the supervision of an officer.
- w. "Platoon Chief of Operations" means person appointed by by-law by the Council, responsible for fire suppression and rescue related "Operations" in a supervisory role, under the direction of the chief. This rank holds the same responsibility as the chief in the absence of the Fire Chief for coordination and directing the activities of the fire suppression units of the municipality.
- x. "Platoon Chief of Training" means person appointed by by-law by the Council, responsible for fire suppression and rescue related "Training" in a supervisory role, under the direction of the chief. This rank holds the same responsibility as the chief in the absence of the Fire Chief for coordination and directing the activities of the fire suppression units of the municipality.
- y. "Volunteer Firefighter" means a person who voluntarily acts as a firefighter for a nominal consideration or honorarium.

2. ESTABLISH:

- a. A department for the Town of Hanover to be known as the Town of Hanover Fire Department is hereby established and the head of the department shall be known as the Chief of the department.
- b. The goals and mission statement of the department shall be as those contained in Appendix "A" of this by-law and the department shall be organized as per Appendix "B" forming part of this by-law.
- c. In addition to the Fire Chief, the Fire Department shall consist of 2 Platoon Chiefs and such number of other members as may be deemed necessary by council and employed or appointed by the Town, and shall be structured in conformance with the approved Organizational Chart Appendix "B", forming part of this by-law.
- d. The provisions of this by-law are subject to FPPA 1997 and all other applicable legislations and by-laws and to the provisions of any agreement and/or accord between the Town and Firefighters.

3. DEPARTMENT PERSONNEL:

- a. The Fire Department shall be organized in accordance with the Organizational Chart Appendix "B". Job descriptions are available for each position and will be modified by the Fire Chief when necessary.
- b. The Fire Chief shall be appointed by By-law of the Council.
- c. The Platoon Chiefs shall be appointed by By-law of the Council.
- d. The chief of the department may recommend to the Chief Administrative Officer (CAO) the appointment of any qualified person as a member of the department, subject to approved hiring policies developed by the chief and approved by the CAO.
- e. Any person applying as a Volunteer Firefighter of the Fire Department is required to pass a medical examination prior to being appointed for firefighting duties. Costs affiliated with this examination shall be at the expense of the applicant. Subsequent examination may be required to ensure the individual continues to be fit for firefighting duty to ensure that all medical restrictions are identified which may have an impact on the firefighter's safety and that of subsequent colleagues. Physician fees for this examination shall be reimbursed to the Firefighter by the Corporation. In addition to the medical examination firefighters must successfully complete a Hanover Fire Department a physical agility test as set out by Hanover Fire Department before being considered. A swim test will also be administered prior to being considered. This test will be based on the annual swim test of all rescue swimmers as outlined in the associated Operating Guideline.

- f. Should a physician indicate restrictions for a volunteer firefighter or officer that render him/her unfit to perform the physical duties of a firefighter or officer, and light duty/modified work cannot be identified, that volunteer firefighter or officer may be offered a leave of absence until he/she is fit to resume the duties of firefighter or officer or a light duty job that has been identified by the Fire Chief.
- g. If a medical examiner finds a member is physically unfit to perform assigned duties and such condition is attributed to, and a result of activities while serving on the Fire Department, and such claim is approved by the Workplace Safety and Insurance Board, the provisions of the Workplace Safety and Insurance Act will apply, as well as any supplementary benefits that may be provided by the Town of Hanover that are approved by Council.
- h. A person appointed as a member of the department for firefighting and fire prevention duties, shall be on probation for a period of one year maximum but not less than six months. During this time the member shall take such special training and examination as may be required by the Chief of the department. During this time, ongoing review of progress with regards to training and response will take place and will be documented. These reviews will take place every 3 months of a probationary period. Suggestions for improvement will be noted and communicated to the individual.
- i. If a probationary member appointed for firefighting or fire prevention duties fails any such examinations, or for any other justifiable reason during this period does not fill the department's expectations, the chief of the department may recommend to the CAO that the member be dismissed.
- j. A person completing the probationary period will hold the level of Firefighter 2 for a period of up to three years including the probationary period.
- k. A person meeting the requirements of Firefighter 2 within the specified time frame will move to the level of Firefighter 1. Requirements to move to a Firefighter 1 will be at the discretion of the Fire Chief and will take into account the individuals progress in training, at fire scenes and general ability to complete the function of firefighter.

4. CORE SERVICES:

- a. The Core Services of the Fire Department, as approved by Council, shall be contained in Appendix 'C'
- b. Nothing in this By-law will restrict the Fire Department to providing only core services or limit the provision of Fire Protection Services.

5. LEVELS OF SERVICE:

- a. The Fire Department will provide all properties within the Corporation with an equal level of response, both in equipment and Firefighter personnel.
- b. Limited Services may be provided by the Fire Department. Limited Services may also result from those conditions identified in Core Services (Appendix 'C') such as; travel distance, trained personnel, water supply, environmental factors and structural integrity.
- c. Due to the Fire Department's reliance upon volunteer firefighters, the topographic and geographic configuration of the Town, the level and amount of equipment at the department's disposal and other budgetary constraints, the services listed in Appendix 'C', although approved, may be provided as "limited services" as defined in section 1 (r) of this by-law.
- d. Emergency responses to water access properties including islands and to those properties accessed via private roads, private lanes or private driveways subject to the following limitations
 - i. Emergency Response to water access properties will be limited to safe travel and environmental conditions.
 - a. If, in the opinion of the Fire Chief or his/her designate, unsafe environmental conditions exist, no services shall be provided. Fire Department vehicles shall not enter onto frozen bodies of water (i.e. lakes, rivers, streams) at any time.
 - ii. Emergency Response to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such road, lane or driveway including;

- a. The ability of such road, lane or driveway to support and accommodate fire department equipment, vehicles and apparatus; and
- b. The failure of the owner of the lands on which the road, laneway or driveway is located or the user of such road, lane or driveway to maintain such road, lane or driveway in a condition that is passable by fire department equipment, vehicles and apparatus.

6. DUTY:

- a. Every member of the Department shall make every effort to report for duty at the time prescribed by the emergency paging system and shall remain on duty until relieved by officer in charge.
- b. Should a volunteer member's attendance at fire occurrences and/or fire practices fall below 50% for a period of 3 months, a meeting with the Chief will be required to explain the attendance rationale.
- c. No member;
 - i) While in uniform, shall enter any premises where alcoholic beverages are sold or consumed, except in the performance of his departmental duties;
 - ii) If his/her ability is impaired by the use of an intoxicating beverage or drug, shall be permitted to remain on duty;
 - iii) While on duty, shall consume any intoxicating beverage or drug.
- d. No member shall solicit the influence or support of anyone in order to secure a transfer, promotion or other advantage.

7. DISCIPLINE AND EFFICIENCY:

- a. The chief of the department may reprimand, suspend or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any of the provisions of this by-law, general orders and departmental rules that in the opinion of the chief would be detrimental to the discipline and efficiency of the Department. The chief will follow the procedure as outlined in the Operating Guideline.
- b. Following the suspension of any member, the chief of the department shall report the suspension and recommendations to the CAO and Director of Corporate Services.
- c. The procedures for termination of employment prescribed in Part IX of the Fire Protection and Prevention Act shall apply to full time members of the Fire Department.
- d. A volunteer firefighter shall not be dismissed without an opportunity for a review of termination, if he/she makes a written request for such a review within seven (7) working days after receiving notification of the proposed dismissal. A person appointed by the C.A.O. who is not a member of the Fire Department, shall conduct the review.

8. REMUNERATION:

The remuneration of all members of the department shall be as determined by the Council.

9. RESPONSIBILITIES AND AUTHORITY OF FIRE CHIEF:

- a. The chief of the department is responsible to the CAO for the proper administration and operation of the department and for the discipline of its members.
- b. The Fire Chief or designate shall exercise all powers and duties mandated by the FPPA and any applicable legislation. This will include making such general orders, policies, procedures, rules and regulations and to take such other measures as may be considered necessary for the proper administration and efficient operation of the Fire Department, without restricting the generality of the foregoing;
 - i. For the care and protection of all property belonging to the Fire Department
 - ii. For arranging the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
 - iii. For arranging and implementation of automatic aid, mutual aid and other negotiated fire protection and emergency service agreements within the Corporation's borders and/or within the municipal borders adjoining municipalities.
 - iv. For determining and establishing the qualifications and criteria for employment or appointment and the duties of all firefighters and staff of the Fire Department.

- v. For preparing, and upon approval by Council, implementing and maintaining core services (Appendix 'C') as identified in this by-law.
 - vi. For reporting to the appropriate crown attorney or other prosecutor or law enforcement officer or other officer the facts upon the evidence in any case in where there is reason to believe that a fire has been the result of criminal intent or negligence or in which there is reason to believe an offence has been committed under FPPA.
 - vii. For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department and reporting of same to the Office of the Fire Marshal.
 - viii. For keeping such other records as may be required by Council, the Corporation, the FPPA, or the Freedom of Information and Protection of Privacy Act (FIPPA).
 - ix. For preparing and presenting monthly reports to Council and one (1) annual report of the Fire Department, to Council as well as additional reports as deemed necessary.
 - x. For preparing and presenting the annual estimates of the Fire Department to the Budget Committee of the Corporation and Council and for exercising control over the budget approved by Council for the Fire Department.
 - xi. Shall develop, and publish such written standard operating procedures, such general orders and departmental rules as may be necessary for the care and protection of the department, department equipment, department personnel, and generally for the efficient operation of the department, provided that such general orders and rules do not conflict with the provisions of any by-laws of the municipality.
 - xii. Shall review periodically the policies and procedures of the department and may establish a Committee consisting of such officers as may be determined from time to time to assist in these duties.
- c. The Fire Chief shall be responsible for the administration and enforcement of this By-law and all general orders, policies, rules and regulations made under this By-law and for the enforcement of any other By-Laws of the Corporation respecting Fire Protection Services, and shall review periodically such By-Laws, including this By-Law, recommend to Council such amendments as the Fire Chief considers appropriate and, in the case of general orders, policies, procedures, rules and regulations made under this By-law, revise or terminate any of them if the Fire Chief considers it appropriate.
- d. The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under the FPPA including, without limitation, the authority to enforce compliance with the Fire Code and to delegate his/her powers or duties in accordance with Section 6(6) of FPPA to an Officer. Further, the Fire Chief shall be afforded the ability to take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall be able to enforce all municipal By-laws respecting Fire Prevention.
- e. The Fire Chief, or his delegate, will have authority at fires and emergencies;
- i. Request any member of the Fire Department to suppress any fire by extinguishing it and may enter onto private property, if necessary to do so.
 - ii. All firefighters will obey orders and directions given by the Fire Chief, a delegate, or any officer of the Hanover Fire Department.
 - iii. To guard the locality of the fire or emergency from entry or crowding by persons or vehicles. The Fire Chief may place barriers or other markers across a street or public place or private property to indicate the area from which persons and vehicles are prohibited.
 - iv. No person present at a fire or emergency shall refuse to leave the immediate vicinity of the fire or emergency if requested to do so by a member of the Fire Department.
 - v. No person or persons except members of the Fire Department, the Police or other authorized persons shall enter within the area marked off by barriers or other markers established under subsection (d)
 - vi. No person shall obstruct the Fire Chief or other member of the Fire Department in the performance of their duties at a fire or emergency.

-
- f. The Fire Chief may liaise with the association representing Firefighters.
 - g. The Fire Chief may liaise with the Office of the Fire Marshal of Ontario and any other office or organization (local, regional, provincial or federal) as required by Council or as considered necessary or advisable by the Fire Chief for the proper administration and efficient operation of the Fire Department and the effective management of the Fire Protection Services for the Corporation.
 - h. The Fire Chief shall provide administration facilities for the Chief and Platoon Chiefs of the department.
 - i. The Fire Chief shall prepare the departmental budget and exercise control of the budget.
 - j. The Fire Chief shall prepare the payroll of the department and initiate requisitions for materials and services and certify all accounts of the department.
 - k. The Fire Chief shall maintain personnel records.
 - l. The Fire Chief shall arrange for the provisions of medical services.
 - m. The Fire Chief shall arrange for the provision of new buildings.
 - n. The Fire Chief shall carry out the general administrative duties of the department.
 - o. The Fire Chief shall provide liaison with the county fire co-ordinator.
 - p. The Fire Chief shall assist the county fire co-ordinator in the preparation of a County Emergency Fire Service Plan and Program.
 - q. The Fire Chief shall maintain the communication system of the department.
 - r. The Fire Chief may utilize such Firefighters and administrative support staff of the Fire Department as the Fire Chief may determine, from time to time, to assist in the performance of his/her duties and/or perform the role as required of a designate in such a manner as to include, but not be limited to, the following;
 - i. Provide administrative support and customer assistance for facilities and services provided by the Fire Department.
 - ii. Assist in the development of overall budgetary allocations.
 - iii. Acquire materials at the direction of the Chief.
 - iv. Carry out the general administration duties of the Fire Department as directed by the Chief.
 - v. Liaise with other emergency response and safety agencies when necessary in the absence of or at the request of the Chief.
 - vi. Liaise with other departments within the Corporation as required.
 - vii. Provide emergency communications, firefighting and emergency response duties and/or assist at emergency or life supporting incidents as required by the Chief to prevent, control, and extinguish fires, and further prevent fire and life safety tragedy.
 - viii. Conduct investigations of fires in concert with investigators of the Ontario Fire Marshal's Office and Police Services.
 - ix. Perform specialized emergency and/or rescue response as outlined in Appendix 'C' (Core Services).
 - s. The Fire Chief shall be responsible for Training of the Department and its members:
 - i. The Chief is responsible for carrying out, or delegating in total, or in part, conduct, facilitate and participate in training at fire stations or other approved sites and keep clear and concise records of said training.
 - ii. All training will be related to NFPA guidelines where applicable and possible.
 - iii. All training will take into consideration Ministry of Labour Section 21 recommendations.
 - iv. All training will comply with the Occupational Health and Safety Act and applicable provincial legislation and regulations.
 - v. The NFPA, International Fire Service Training Association (Essentials of Firefighting), and other related industry training standards and reference materials may be used as reference guides for the Fire Department training as approved by the Chief.

- t. The Fire Chief or designate shall be empowered to authorize fire department members to:
 - i) Pull down or demolish any building or structure to prevent the spread of fire, to determine the origin, cause or circumstances of any fire or explosion.
 - ii) When unable to contact the property owner, to take such necessary action which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident.
 - iii) Take all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other damage, risk or accident, when unable to contact the property owner.
 - iv) The Corporation may recover expenses incurred by such necessary actions as outlined in i) to iii) above in a manner provided by the Rates and Fees By-Law.
- u. The Fire Chief shall appoint, from within the department, officers in command of the personnel.
- v. The Fire Chief shall report all fires to the Fire Marshal as required by the Fire Protection and Prevention Act, 1997, as amended by Fire Marshal Directives.

10. RECOVERY OF COSTS:

- a. The Chief may require the owner of the property or the persons having control of the property within or outside the Corporation to pay costs or fees for fire and emergency response or other administrative services provided to them. Invoicing for response services or recovery of fees will be conducted in accordance with the Corporation's Annual Rates and Fees By-Law outlining fees and charges for Municipal Services and Activities.
- b. If, as a result of a Fire Department response to a fire or emergency incident, the Chief or his designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property, prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property or the person having control of the property within or outside of the Corporation requiring or causing the need for additional service or expense shall be charged the full costs to provide the additional service including all applicable taxes in accordance with the provisions of the Rates and Fees By-Law.

11. DEPARTMENTS:

- a. The department is composed of the following divisional functions:
 - i. Division of Operations (Apparatus and Equipment)
 - ii. Division of Fire Suppression
 - iii. Division of Fire Prevention
 - iv. Division of Training
- b. Each division of the department is the responsibility of the chief and is under the direction of the chief, or such member designated by the chief. If deemed necessary, platoon chiefs, captains, and/or lieutenants may be appointed and delegated authority with responsibility to the chief, for the proper operation of personnel.

12. DIVISION OF OPERATIONS (APPARATUS AND EQUIPMENT):

The Platoon Chief – Operations of the fire department is responsible for carrying out, or delegating in total, or in part, the following duties:

- a. Prepare specifications for the purchase of apparatus and equipment.
- b. Maintain and keep in repair all fire apparatus, fire suppression equipment, rescue and salvage equipment of the department.
- c. Liaison with the water department in order to ensure an adequate flow of water in new waterworks projects and the adequate maintenance of existing waterworks facilities for the use of the department.
- d. Issue clothing, equipment and cleaning supplies.

- e. Prepare the budget of the Division of Operations to be submitted to the chief.

13. DIVISION OF FIRE SUPPRESSION:

- a. The Division of Fire Suppression is composed of such number of companies as the chief of the department may determine.
- b. The chief of the fire department is responsible for carrying out, or having carried out, the following duties pertaining to the function of the Division of Fire Suppression.
 - i) Prevent, control and extinguish fires.
 - ii) Conduct investigations of fire in order to determine cause, origin, and, where appropriate, to request the Office of the Fire Marshal to conduct an investigation.
 - iii) Perform rescue and salvage operations and render first aid.
 - iv) Respond and assist at such emergencies as may be required.
 - v) Conduct pre-firefighting operations planning.
 - vi) Perform apparatus maintenance and cleaning duties at stations.
- c. A platoon chief is in command of the company, to which he/she is assigned and is responsible for the proper operation of that company to the chief.
- d. Where the chief of the department designates a member to act in the place of an officer in the department, such member, when so acting, has all the powers and shall perform all the duties of the officer replaced.

14. DIVISION OF FIRE PREVENTION:

The Chief of the fire department is responsible for the oversight of the following duties pertaining to the function of the Division of Fire Prevention, as outlined in the approved fire prevention policy (Appendix 'D').

- a. At a minimum, conduct fire prevention inspections of premises in accordance with the FPPA – complaint or request directive.
- b. Ensure investigations completed are in accordance with the FPPA.
- c. Review and approval of fire safety plans as required by the Ontario Fire Code.
- d. Enforce fire prevention by-laws of the Corporation.
- e. The Fire Code shall be enforced in accordance with the FPPA.
- f. Provide personnel for fire prevention lectures.
- g. Receive, process and review reports of fire prevention inspections conducted under the Division of Fire Suppression (Alarmed for Life/Fire Occurrences/TAPP-C).
- h. Prepare the annual report and budget of the Division of Fire Prevention.
- i. Maintain a presence on the internet providing fire safety messages.
- j. Distribution of fire and life safety information.
- k. Design and implement public education programs as required by the FPPA.
- l. Provide Fire Extinguisher training
- m. Provide a residential smoke alarm program as required by the FPPA.
- n. Smoke alarms for residential occupancies shall be provided to those in need, or those that do not have any smoke alarm coverage upon review by the smoke alarm program. These may be provided on loan to the homeowner, at the discretion of Fire Department staff.
- o. A simplified risk assessment shall be maintained annually as required by the FPPA.
- p. Fire Loss statistics will be gathered, analysed and used in the development of future fire prevention/education programs.

15. DIVISION OF TRAINING:

The Platoon Chief - Training is responsible for fire suppression and rescue related "Training", in a supervisory role, under the direction of the chief.

- a. Establish a fire department training program, complete with written records, and conduct training for all personnel of the department in fire administration, fire prevention and firefighting.
- b. Schedule training sessions.
- c. Develop lesson plans.
- d. Administer training programs.
- e. Prepare and conduct examinations of members as required.
- f. Review industry training standards and reference materials as reference guides for training purposes.
- g. Ensure all training will comply with the Occupational Health and Safety Act, applicable provincial legislation, NFPA guidelines, and Ministry of Labour Section 21 guidelines whenever possible.

16. ADVANCEMENT & EDUCATION:

- a. The chief shall develop an approved fire department promotional policy based on such evaluation, written practical and oral examinations as deemed necessary.
- b. As part of the approved promotional policy, the chief of the department and the platoon chiefs shall evaluate all members of the department who are participating in an examination for promotion.
- c. When in the opinion of the chief of the department, all other factors for the promotion of two or more members are equal, seniority of service in the department governs.

17. PERSONNEL PERFORMANCE:

- a. The fire fighting and station record of each member of the department shall be annually evaluated as follows:
 - i. The chief shall review the performance of each Platoon Chief of the department.
 - ii. The Platoon Chiefs shall review performance of the remaining Officers, and review with Fire Chief.
 - iii. The Officers shall review the performance of each fire department member, and review with Platoon Chiefs and Fire Chief.

18. FIRE CALL RESPONSE:

The department shall not respond to a fire emergency outside the limits of the municipality with the exception of the following:

- a. That, in the opinion of the chief of the department threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality.
- b. In a municipality that an agreement has been entered into to provide fire protection.
- c. On property that an agreement has been entered into with any person or corporation to provide fire protection.
- d. At the discretion of the chief, to a municipality authorized to participate in the county/district/region emergency fire service plan and program or any other organized plan or program on a reciprocal basis.
- e. On those highways that are under the jurisdiction of the Ministry of Transportation or within the Region, County or District where the Region, County or District has established a rescue system.
- f. On property beyond the municipal boundary where the fire chief or his designate determines that immediate action is necessary to preserve and protect life and/or property and the correct department is notified and/or assumes command. The fire chief shall subsequently inform the head of Council, in writing, of invocation of this clause.
- g. The Fire Department is authorized to participate in the County of Grey Mutual Aid and any other similar reciprocal plan or program.

19. This By-law hereby rescinds By-Law 2758-12 in its entirety.

20. This By-law shall come into force and effect immediately upon passing thereof.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED this 19th day of March, 2018.


Sue Paterson, Mayor


Brian Tocheri, CAO/Clerk

APPENDIX 'A' to BY-LAW NO. 3012-18

MISSION, VISION, VALUES, and OBJECTIVES

Mission of the Fire Department:

Hanover Fire Department is a highly trained fire service, comprised of community ambassadors who have committed to serving the Town of Hanover, focused on minimizing loss of life, property and the environment.

Values of the Fire Department:

We value our trust of each other and loyalty to our fellow firefighters. We have strong respect of one another, our equipment and our residents and visitors.

Vision of the Fire Department:

It is our vision to be known as an innovative and progressive fire department. We are dedicated to the delivery of effective fire suppression, rescue, medical, prevention and fire safety education activities. We are committed to our organization and each other. We continue to foster an environment of teamwork at all times.

Goals of the Fire Department:

The goal of the fire department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to their municipality; second, to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third, to those municipalities which are provided fire protection by the fire department via authorized agreement.

Primary objectives of the fire department:

In order to achieve the goals of the fire department, necessary funding must be in place and the following objectives met:

- a. Identify and review the fire services requirements of the municipality.
- b. Provide an administrative process consistent with the needs of the department.
- c. Ensure that firefighting equipment and operating personnel are available within the municipality to provide response to a citizen's call within a reasonable length of time.
- d. Provide departmental training to an accepted standard which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
- e. Provide a maintenance program to ensure all fire protection apparatus, including all equipment, is ready to respond to emergency calls.
- f. Provide an effective fire prevention program to:
 - i. Ensure, through plan examination and inspection that required fire protective equipment is installed and maintained within buildings.
 - ii. Reduce and/or eliminate fire hazards.
 - iii. Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations in respect to fire safety.
- g. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs.
- h. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
- i. Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies, related to the protection of life and property.
- j. Interact with other municipal departments respecting the aspects of fire on any given program.
- k. Ensure these objectives are not in conflict with any other municipal department.

APPENDIX 'B' to BY-LAW NO.

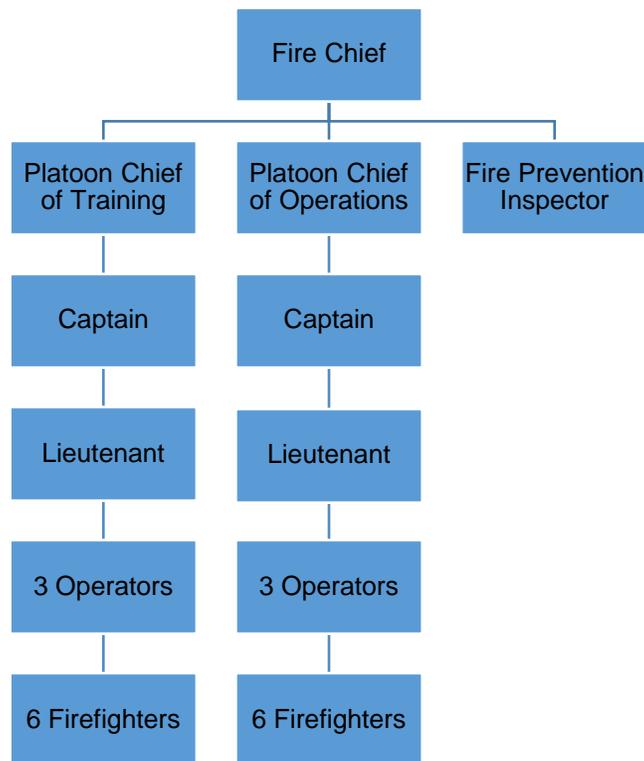
ORGANIZATIONAL CHART

The Town of Hanover Fire Department will consist of the following officers and members as from time to time may be deemed necessary by the Council.

- Fire Chief
- Platoon Chief – Operations
- Platoon Chief – Training
- Fire Prevention Inspector
- Two Captains
- Two Lieutenants
- Six Operators
- Twelve Firefighters

The Department will be divided into two platoons. Each platoon will consist of a Platoon Chief, a Captain, Lieutenant, three Operators and six Firefighters.

Each will alternate weekends as the on call platoon as scheduled by the Fire Chief.



APPENDIX 'C' to BY-LAW NO. 3012.-18

CORE SERVICES

Core services of the Hanover Fire Department (HFD) shall be identified under three (3) main categories including;

Fire suppression
Other emergency responses
Services requiring outside agencies

These core services will be completed in accordance with HFD training, HFD operational guidelines and applicable standards.

Fire Suppression

Fire Department shall respond to over heats, pre-fire conditions, and fire conditions including, but not limited to;

- Structures-commercial, residential, industrial, agricultural, vacant
- Vehicles-highway, off road, commercial, industrial, recreational
- Chimneys-commercial, residential, industrial, and agricultural
- Outdoor areas-agricultural, grass, brush, and trash bins

These services shall be performed utilizing self contained breathing apparatus, personal protective equipment, apparatus, and a wide array of hand tools and other technical equipment by personnel trained to the National Fire Protection Association (NFPA) Standard. Services will include, but not limited to, forced entry, ventilation, exposure protection, salvage and overhaul.

Interior Suppression and Rescue

- Performed with sufficient trained staff and building integrity permit entry
- Performed with fire suppression support
- Performed when sufficient water supply and conditions permit
- Implemented to rescue trapped persons when the health and safety of firefighters is not placed in jeopardy.

Offensive Operations

- Performed with sufficient trained staff and building integrity permit entry
- Performed with fire suppression support
- Performed as water supply and conditions permit
- Implemented to rescue trapped persons when the health and safety of firefighters is not placed in jeopardy.

Defensive Operations

- Performed when there is insufficient trained staff and/or structural instability
- Performed as water supply permits
- Implemented to reduce loss to surrounding areas.

Factors Affecting the Effectiveness and Responses for Fire Suppression Operations

- Areas without Municipal Water Supply
- Municipal water supply in some urban areas does not have adequate flow volumes to supply fire department pumping apparatus
- In areas without municipal water supply or in areas supplying limited water flow, fire department will utilize the use of water tankers to augment the water supply or produce the water supply in its entirety.
- Response times may be affected due to travel distance, road conditions and weather conditions.
- Fire suppression operations will be determined by Incident Command by accessibility to fire location, trained staff, appropriate equipment available, structural integrity and water supply.

Other Emergency Response

Tiered Response – Due to the strain that it would place on its volunteer members, this fire department does not have an agreement to respond as a tiered agency with Hanover Police Service, West Grey Police Service, OPP or EMS. The Fire Department will respond as requested to provide assistance to Hanover Police, West Grey Police and OPP, when staffing allows. An agreement with EMS will be separate from an agreement with police services.

Medical assistance

Respond to request of medical assistance, including defibrillation and other medical calls within the scope of members training.
Response protocols contained within EMS agreement.

Motor Vehicle Accidents

Respond at request of EMS, Police, or 911.
Assist with duties such as, but not limited to;
Extrication activities
Traffic control
Patient care
EMS assistance
Spill or debris clean up
Fire suppression stand by

Vehicle Extrication

Do not respond as a tiered agency
Gain access to patients trapped in vehicles, for removal by EMS or other agencies
Using hand tools, heavy hydraulics, air bags and any other tool or equipment required to facilitate rescue operations
Personnel trained to the NFPA standards

Remote Extrication

To assist police and/or EMS in the search/extrication of patients from remote locations
Typical patients include; hikers, bikers, skiers, horseback riders, snowshoers, climbers
Response may be limited by terrain and weather conditions

Farm Accidents

Respond to possibly remote areas, roll overs, entanglements, confined space, and silos
Using hand tools, heavy hydraulics, air bags and any other tool or equipment required to facilitate rescue operations.
Personnel trained to the NFPA standards.

Industrial Accidents

Responding to entanglements, confined space, electrical hazards, and chemical hazards
Using hand tools, heavy hydraulics, air bags and any other tool or equipment required to facilitate rescue operations.
Personnel trained to the NFPA standards.
Fire Department trained to operations of Hazardous Materials. Should additional resources be required, contractor will be utilized to perform activities.

Rope Rescue

Includes the use of ropes, pulleys, tripods, and other relevant specialized equipment.
Can include either of the following;

High Angle

Rescues over bluffs, escarpments, caves and structures
Personnel trained to the NFPA standards

Low Angle (steep slope)

Used to perform remote extrication such as vehicle accidents
Personnel trained to the NFPA standards

Confined Space

Rescues from areas not designed for human occupancy and having restricted means of entry or exit.
Rescue shall be provided using hand tools, ropes, tripod, Tower 2, confined space supplied air system, and any other equipment required.
Personnel trained to the NFPA standards.

Water Rescue

Shall be delivered in 4 methods dependant on the circumstances of the situation
Shall include search and rescue on water surface
Does not include recovery beyond depth of dive with full PPE.

Static Water

Shore based methods using ropes and throw lines.
Boat based go rescues utilizing ropes, stokes basket and various other tools.

Swift Water (rivers – water travelling in excess of 1 Knot)

Shore based methods using ropes and throw lines.

Boat based go rescues utilizing ropes, stokes basket and various other tools.

Ice Water

Shore based methods using ropes and throw lines.

Go Rescue operations based on shore or secure ice shelf when able.

Surface Water

Boat based, using 18' Super Duxx boat and motor, ropes and any equipment necessary to attempt to facilitate successful rescue.

Services Requiring Outside Agencies

Building Collapse

County Coordinator will be contacted. County Coordinator to arrange for Heavy Urban Search and Rescue team deployment.

Hanover Fire Department shall provide support and assistance to the responding agency

Trench Rescue

Mutual Aid Coordinator shall be contacted

County Coordinator to arrange for Heavy Urban Search and Rescue team deployment.

Hanover Fire Department shall provide support and assistance to the responding agency

Hazardous Materials

Shall include all hazardous material and fire incidents involving propane storage

Shall include all agricultural and industrial processes

Shall include any mixture of substances, or substances on their own that Incident Command considers hazardous to crews or the public.

Quantum Murray to be contacted for assistance

Hanover Fire Department shall provide support and assistance to the responding agency

Electrical Hazards

Includes responses involving any energized, or non-energized voltage equipment that has the capacity of re-energizing.

This includes response to downed or arcing power lines.

Hydro One or Westario Power to be contacted, depending on the location of the issue.

Police may be called to assist with traffic re-routing

Fire Department will provide fire protection and assist responding agency.

Carbon Monoxide

Hanover Fire Department will use air monitoring devices to determine presence and level of carbon monoxide.

Evacuation will be considered and conducted by Hanover Fire Department depending on the significance of the readings.

Notification of outside agencies will be completed as required to respond, locate and repair the source of the leak.

Natural Gas Leaks

Union Gas shall be contacted.

Police may be contacted to assist with evacuation or traffic

Hanover Fire Department shall assist with scene security, traffic control, evacuation activities, and extinguishment of secondary fires caused by leak.

APPENDIX 'D' TO BY LAW NO. 3012-18

TOWN OF HANOVER - FIRE PREVENTION POLICY

This Fire Prevention Policy has been reviewed and approved by the Municipal Council of the Town of Hanover, and is applicable in its entirety for the whole of the municipality.

Purpose

To establish policies and procedures for fire department personnel for fire prevention, public education programs and activities as a primary means of protecting lives and property from fire and carbon monoxide poisoning.

For the purposes of this Policy, fire safety includes safety from the risk that a fire, if started, would seriously endanger the health and safety of any person or the quality of the natural environment for any use that can be made of it. 1997, c.4, s.18. *Fire Protection and Prevention Act* Part VI s.18

Fire Prevention Records Keeping:

Current records relating to all fire prevention activities must be prepared and retained at the Hanover Fire Station. These records include:

- Emergency response statistics using the Standard Fire Incident Report
- Fire investigations (with a copy to the Ontario Fire Marshal when required) including post-fire follow-up inspection reports.
- Simplified risk assessment and any other needs analysis processes containing a current community fire profile identifying current public education and prevention needs.
- Documentation of an annual review of the Simplified Risk assessment to ensure that documentation continues to be up to date and accurate.
- List of complaint, request and routine fire safety inspections completed according to schedule. Report of follow up to ensure that all (if any) outstanding Fire Code contraventions or fire hazards as per Ontario Fire Marshal (OFM) Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement are completed.
- List of pre-incident plans for all extreme and high risk occupancies
- Record of all personnel who have completed a training program on pre-incident planning
- Detail of implementation including strategies to enforce legislation, to ensure continuity of service and consistent messaging regarding OFMEM's Alarmed for Life smoke alarm program.
- Record and copies of distribution of Public Fire Safety information and media releases
- Record of Fire Department attendance at municipal events for Public Fire Safety
- Copies of lectures, demonstrations and presentations to the public
- Documentation of Building Code plans examinations for comment
- Written delegations of a chief fire official where referenced in the *Fire Code*
- Written designations of Assistants to the Fire Marshal as outlined in OFM Communique 2009-1324 for all personnel who are conducting fire safety inspections and verification that personnel attended training session on OFM Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement
- Fire safety plans for "approved" buildings regulated by Article 2.8.1.1 of the *Fire Code*.
- List of designated personnel that have received their Building Code Inspection Number (BCIN) from the Ontario Ministry of Municipal Affairs and Housing in order to be able to complete plan reviews and final occupancy inspections.
- List of personnel involved in fire prevention activities that are trained to perform their municipal and legislative responsibilities and duties.

Inspections:

Issues as they relate to the Ontario Building Code for new construction and/or alterations to existing buildings shall be referred to the Building Department.

New Construction

- Compliance issues which reference the Ontario Building Code through the Fire Code shall be addressed in consultation with the Building Department.
- The fire department shall consult with the Building Department for tactical purposes in regard to life safety systems, suppression systems, fire routes, and water supply and f/d connections.
- The fire prevention department shall consult with the Building Department prior to commercial building occupancy, to ensure proper placement of fire extinguishers and fire safety plan development.

- The Building Department will be requested to advise the fire department when building occupancy has been granted and/or building permits closed.
- To ensure accurate records for the maintenance of fire systems within buildings
- After occupancy has been granted, the Building Department will be requested to forward copies of all installation, test and verification reports to the fire department upon completion of the project or occupancy of the building.
- Inspect new buildings, other than individual dwelling units, for compliance with fire safety requirements including water supply and fire routes.

Routine

- It is the policy of the fire departments to conduct fire prevention inspections of occupancies, at the frequencies indicated in this policy as approved by Council.

Request

- Request inspections shall be completed by qualified staff within 5 business days or as soon as practical as determined by fire and life safety concerns.

Complaint Inspections

- Complaint inspections shall be completed by qualified staff within 1 business day or as soon as practical as determined by fire and life safety concerns.

Boarding Lodging and Rooming Houses

- When the fire department becomes aware of Boarding Lodging and Rooming Houses, as described by Fire Code Commission Ruling 2011A012-177, or through request and/or complaint inspections, they shall be inspected in accordance with section 9.3 Div B of the Fire Code. Requirements of the Fire Code shall be enforced. Requirements of the Fire Code which are relevant to the Ontario Building Code shall be directed to the Building Department and completed under permit as applicable.

Fireplaces and Woodstoves

- These appliances will be inspected upon request. Inspections will be limited to the visible portions of the existing unit only, as at the time of inspection.
- The inspection shall include only those maintenance items regulated by Ontario Fire Code, O Reg. 213/07 as amended.
- WETT (Wood Energy Technical Training) inspections shall be requested. The subsequent reports shall be forwarded to the fire and Building Departments.
- The building department should be advised of the inspection and subsequent findings to ensure the appliance has been installed under permit.

Retrofit

- The fire department will take a pro-active approach to notifying any/all property owners whose property is governed under the Fire Code Retrofit legislation.
- The fire department will inspect any properties governed by retrofit legislation as requested by the property owner to ensure compliance and advise the owners in writing of their compliance requirements.
- The building owner will be required to consult Building Department where OBC requirements are identified to comply with the Fire Code.
- The Chief Fire Prevention Officer (CFPO) or Fire Prevention Inspector shall advise the Chief Building Officer (CBO) accordingly.

Fire Code Enforcement

- With discretion, the fire department shall enforce the Fire Code in accordance with Part VII of the Fire Protection & Prevention Act, where building owners fail to comply with requirements of the Act or the regulations.

Fire Code References to the Ontario Building Code

- Where the Fire Code references the Ontario Building Code(OBC) for compliance requirements, the following shall apply:
- The Chief Building Official (CBO) or Inspector shall be notified in writing by the Chief Fire Prevention Officer (CFPO) or Fire Inspector, of the circumstances, and provided with a copy of the report/order which has been issued to the building owner.
- The CFPO or inspector shall direct the building owner to Building Department for all issues relating to the OBC and related permits.
- The CBO shall keep the CFPO or inspector informed of project status and approvals.
- The CBO shall be responsible for accepting all requirements of the OBC referenced by the OFC.

Zoning Related Issues

- The Planner shall be advised of all Zoning inquiries and concerns.

General

- Review and approve Fire Safety Plans for buildings requiring such plans.
- Review and comment on Planning policies, site plans, and subdivision agreements.
- Review and comment on building plans as per the Ontario Building Code for fire safety requirements including water supply and fire routes.
- Conduct preplanning and familiarization with fire suppression crews of new subdivisions and individual buildings, as required.
- Additional Fire Prevention Inspections may be conducted of any occupancy or building as deemed necessary to address the needs and circumstances of the community or a targeted risk.
- Appropriate action will be taken to ensure the elimination of serious fire hazards, immediate threats to life from fire, and to enforce the Fire Code under the authority and in accordance with the provisions outlined in the Fire Protection and Prevention Act.

Fire and Life Safety Education:

- The fire department will provide public fire and life safety education programs to the residents of the municipality on an ongoing basis.
- Priority will be given to those groups/segments of the municipality that are at greatest risk. Presently those groups have been identified as school aged children and senior citizens.
- Public education programs will be delivered in a variety of ways to meet the needs of the target groups.
- The public may also request tours of the fire station or attendance of fire department apparatus and staff at community activities such as holiday programs, school functions, community group activities, trade show events, etc.
- Programs will be developed internally or where applicable utilize Ontario Fire Marshal and Emergency Management programs such as: Learn Not to Bum, Alarmed for Life, TAPP-C etc.

Distribution of Fire Safety Information:

- The fire department will provide public fire safety messages and awareness campaigns through all available media.
- The fire department will make fire prevention information, pamphlets and literature available to the public.

Smoke Alarm/Carbon Monoxide (CO) Alarm Program:

- The fire department will maintain a working smoke alarm program throughout the municipality. The objective of the smoke alarm program is to promote and enforce the installation and maintenance of working smoke alarms on every level of every residential occupancy in the municipality.
- Activities completed to achieve this goal include;
 - Distribution of pamphlets and other education material
 - Instruction to residents regarding smoke alarms and CO alarms
 - Providing advice and/or assistance on the installation of the smoke alarms and CO alarms.
 - Inspection of residences to determine compliance with the smoke alarm and CO alarm provisions of the Fire Code or any municipal by-laws
 - Enforcement of the Fire Code in cases of non-compliance
- When called to a residence for an alarm, crews will conduct a review to ensure that smoke alarms and CO alarms are present and in working order.
- The program shall be reviewed and revised annually, or as required, due to changes in legislation and/or demographics.

Risk Assessment:

- The Risk Assessment shall be reviewed and revised every three years.

Fire Investigation and Cause Determination:

- The fire department will investigate all fires within its responding area with the intent to determine cause for the purposes of developing public education programs accordingly.
- The Office of the Fire Marshal and Emergency Management (OFMEM) shall be notified to investigate fire scenes in accordance with OFMEM Guidelines and Fire Marshal's Directive.

- Buildings damaged by fire, will be assessed for structural integrity by a qualified person, should there be any question in regards to the safety of personnel entering for investigation purposes.

Fire Loss Statistics:

- Fire loss statistics will be gathered, analyzed and used in the development of future fire prevention/education programs.

Fire Prevention Staff Training:

- To ensure the required level of Fire Prevention and Public Education as outlined by this policy, an ongoing comprehensive training program will be put in place for fire department personnel.
- To ensure the required level of Fire Prevention and Public Education as outlined by this policy; prevention staff will participate in-service training and Ontario Fire College prevention curriculum.

Enforcement

Emergency Response: In situations where the Fire Department has responded to a residential dwelling, fire suppression personnel will investigate to ensure the home is in compliance with the Fire Code. In situations where a fire has occurred and lives have been put at risk, a warning to the homeowner may not be sufficient if the home is not in compliance with the requirements. In these situations, the Chief Fire Prevention Officer or Fire Inspector may choose to issue a ticket under Part 1 of the Provincial Offences Act (POA) or lay information under Part III of the POA and pursue a fine higher than allowed for the ticket.

Homeowners: When a home is found to be non-compliant with the Fire Code smoke or carbon monoxide alarm regulations all efforts and strategies shall be used to gain compliance. If however the homeowner refuses or fails to comply, or has been found to have been in non-compliance previously, a Certificate of Offence may be completed and an Offence Notice issued to the homeowner under Part I of the POA.

Landlords: Landlords who are found to be negligent in providing and maintaining smoke or carbon monoxide alarms for their rental dwelling units as determined through routine inspections or through a fire department response, may be automatically issued a ticket under Part I of the POA or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket.

Tenants: Tenants in a multi-unit rental accommodation who disable smoke or carbon monoxide alarms are not only putting themselves at risk, but also tenants in neighboring units. Experience has shown that removing batteries or otherwise tampering with smoke or carbon monoxide alarms is often a common response to nuisance alarms. Tenants who admit to removing batteries or otherwise disabling a smoke or carbon monoxide alarm may be issued a ticket under Part I of the POA.

Education is a critical component to helping to ensure homeowners are educated about smoke alarm types, placement, installation and maintenance, and they must also be informed of the Fire Code requirements and the consequences for non-compliance. Through this policy all efforts will be made to seek voluntary compliance. That said, there will always be those who do not comply with the regulations, and the fire department must be prepared to enforce them. It is however important to recognize that the individual circumstances of each case must be taken into consideration, and that the fire department will exercise discretion and flexibility in their approach.

Fees:

Fees may be charged for any or all of the above referenced services in accordance with the Municipal Rates and Fees By-Law and any amendments thereto.

Conclusion:

Fire Prevention includes public education, early detection and early suppression as integral components in the protection of life and property in the municipality. Reducing injuries and losses coupled with empowering owners to maintain their buildings is a cornerstone in the foundation of developing a fire safe community.

The fire prevention policy provides for the participation of all members of the department in fire prevention activities. The inspections, enforcement and public education duties will be regulated by the Fire Chief. The types and frequency of inspections approved by Council are listed on the following table.

TYPES AND FREQUENCY OF INSPECTION
 Not including by complaint or by request
 Detailed listing included in the Simplified Risk Assessment

Occupancy	Frequency
Group A - Assembly - An assembly occupancy is defined as one that is used by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes or for the consumption of food or drink (more than 30 persons) Includes Arenas and occupancies in which occupants are gathered in the open air.	Annually, or at the discretion of the Fire Chief
Group B - Care or Detention Occupancies - A care or detention occupancy means the occupancy or use of a building or part thereof by persons who (a) are dependent on others to release security devices to permit egress,(b) receive special care and treatment, or(c) receive supervisory care	Annually, or at the discretion of the Fire Chief
Group C - Residential - A residential occupancy is defined as one that is used by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.	Annually, or at the discretion of the Fire Chief
Single Family Dwelling Units	Complaint, request or for alarmed for life program.
Multi-unit Residential	Annually, or at the discretion of the Fire Chief
Hotel/Motel	Annually, or at the discretion of the Fire Chief
Mobile Homes and Trailers	Annually, or at the discretion of the Fire Chief
Residential Schools / Treatment Centre	Annually, or at the discretion of the Fire Chief
Group D - Business and Personal Services Occupancies - A business and personal services occupancy is defined as one that is used for the transaction of business or the rendering or receiving of professional or personal services.	Annually, or at the discretion of the Fire Chief
Group E - Mercantile Occupancies - A mercantile occupancy is defined as one that is used for the displaying or selling of retail goods, wares or merchandise	Annually, or at the discretion of the Fire Chief
Group F - High/Medium/Low Hazard Industrial Occupancies An industrial occupancy is defined as one for the assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials. This category is divided into low hazard (F3), medium hazard (F2) and high hazard (F1) based on its combustible content and the potential for rapid fire growth.	Annually, or at the discretion of the Fire Chief
Other Properties - Not Classified in OBC, not including farm buildings. Includes those that contain large quantities of combustible materials, Aggregates, propane storage facilities, outdoor tire storage yards, grasslands/forests, plastic recycling depot, railway lines used to transport high volumes of large quantities of hazardous chemicals, etc.	Annually, or at the discretion of the Fire Chief

PUBLIC EDUCATION

Lesson plans created by Hanover Fire Department to be utilized

Grade JK to 4	Annually
Grade 5 to 8	Upon request or direction from Fire Chief
Grade 9 to 12	Upon request or direction from Fire Chief
TAPP-C	Upon request from Keystone Family Services
Additional Groups	Upon request