

# TOWN OF RADISSON

## Bylaw 2023-11

### EMERGENCY SERVICES AGREEMENT

#### AN AGREEMENT FOR THE MANAGEMENT OF EMERGENCY SERVICES WITHIN THE TOWN OF RADISSON

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The Council of the Town of Radisson in the Province of Saskatchewan enacts as follows:

#### PART I

##### 1. SHORT TITLE & INTERPRETATION

This Emergency Services Agreement outlines the scope of responsibilities for the provision of Emergency Services provided by the Radisson Fire Department and the Radisson First Responders

##### 2. PURPOSE

The purpose of this Agreement is to address the management of the Radisson Fire Department and Radisson First Responders and to outline the responsibility of Council, Fire Department Members and First Responders to ensure a satisfactory standard of fire prevention, firefighting and life saving measures provided to the residents of Radisson, persons and property covered by Fire Services Agreements and Bylaws, and all other users of the Radisson Emergency Services is met

##### 3. TERM

This Agreement is subject to a three (3) year term and shall be in effect from January 1, 2023 until December 31, 2026 and is subject to an annual review.

##### 4. DEFINITIONS

In this Agreement,

- a. "Town" means The Town of Radisson
- b. "Council" means the municipal Council of the Town of Radisson
- c. "Municipality" means The Town of Radisson
- d. "Deputy Fire Chief" means the person authorized as such by the Fire Chief

- e. "Fire Chief" means the person responsible for the fire services for the Town of Radisson
- f. "First Responder" means Medical First Responders as registered with the *Saskatchewan Health Authority* having completed the training and continuing education requirements
- g. "Fire Equipment" means the fire truck, pumps, hoses, fire suits, and any and all other firefighting and lifesaving equipment owned by and provided by the Town of Radisson for the use of the Fire Department in the prevention and control of fires.
- h. "Fire Hall" means the premises, owned by the Town of Radisson that is used for the housing of the fire truck and all other equipment
- i. "Fire Department" means The Town of Radisson Volunteer Fire Department
- j. "*National Fire Code*" means the Code declared to be in force pursuant to Subsection 3(1) of *The Saskatchewan Fire Code Regulations*;
- k. "NFPA" means the National Fire Protection Association;

#### 5. RADISSON FIRST RESPONDERS

- (a) The First Responders shall remain under the management of the Town of Radisson responding to the direction, training and involvement of the Saskatchewan Health Authority
- (b) Council agrees to maintain and insure the 2002 Econoline Van used solely by the First Responders for their purposes.
- (c) The First Responders will submit a budget of required purchases, supplies etc annually to Council by March 31st of each year.
- (d) The First Responders will submit a list of members annually to be recognized by resolution of Council.
- (e) The First Responders will submit a list annually of emergencies responded to, training and other activities attended by their members.
- (f) Donations to the First Responders will be received by the Town of Radisson and used to offset costs associated with the First Responders

#### 6. RADISSON VOLUNTEER FIRE DEPARTMENT

The Radisson Volunteer Fire Department is established by Town of Radisson Council by Bylaw.

The Department is responsible on a volunteer basis for:

- (a) fire protection, including:
  - (i) fire suppression,
  - (ii) fire prevention and inspections,
  - (iii) assisting in fire investigations, and

(iv) educational programs;

(b) rescue service, including:

- (i) confined space and technical rescue
- (ii) vehicle extrication,
- (iii) structural collapse, and
- (iv) rapid intervention rescue;
- (v) ground search and rescue;

the above responsibilities in sections 6(a) and 6(b) may only be provided if they are within the scope of training held by Department members.

## 7. DUTIES OF FIRE CHIEF

- (a) The Fire Chief is elected annually by the Fire Department members and approved by the Council of the Town of Radisson
- (b) The Fire Chief is the general manager of the Fire Department.
- (c) The Fire Chief is responsible to administer the *Saskatchewan Fire Safety Act* and *The National Fire Code*
- (d) The Fire Chief is responsible for the maintenance of discipline within the Department and may make rules and regulations necessary to carry out the daily administration and operations of the Department.
- (e) Ensure that the Volunteer Fire Fighters are paid and earnings reported to Canada Revenue Agency by the issuance of T4's in accordance with Canada Revenue Agency guidelines.
- (f) The Fire Chief is responsible to ensure that every fire that occurs within their jurisdiction is investigated and the cause and origin is reported as required.
- (g) The Fire Chief is responsible to submit a report annually to the Town of Radisson.
- (h) The Fire Chief is responsible to issue Fire Bans when necessary and to rescind the Fire Bans when the necessity has to have a Fire Ban has ended.
- (i) The Fire Chief is responsible to ensure that the Town of Radisson is notified of the Fire Ban and subsequent rescinding of the Fire Ban in order that the Town of Radisson may notify its residents in a timely manner.

## 8. FEES FOR SERVICE

- (a) The Department is authorized to charge the applicable fees for the various services based on rate comparisons to neighboring departments, SGI, and the Highway 16 Coalition Group.
- (b) The Department fees will be reviewed annually by the Fire Department members and on the advice of the Fire Chief as required.
- (c) False alarms will be invoiced as per Bylaw 2021-04, The False Alarm Bylaw and any future amendments to the bylaw.

- (d) Invoicing and collection of all emergency services fees and false alarms will be done by the Department and proceeds will be retained by them to be used in accordance with the Budget set annually by the Fire Department and approved by the Town of Radisson.

#### 9. AGREEMENT FOR EMERGENCY SERVICE

- (a) The Town may enter into an agreement with any other municipality, municipal government, Indian band, person or other properly constituted authority, organization or agency for the furnishing or receiving of fire fighting, fire prevention services, or emergency services on any terms that may be agreed upon, including the setting and payment of charges.
- (b) These Agreements will be entered into in collaboration and approval of the Fire Department and any revenue generated by same will be dispersed and managed as per Section 11, Budgeting, Banking & Financial.

#### 10. REQUEST FOR EMERGENCY SERVICE

- (a) The Fire Department may provide and charge for any firefighting, fire prevention, false alarm or emergency service outside the Town where no agreement exists, if a request is made by any other municipality, municipal government, Indian band, person or other properly constituted authority, organization or agency.
- (b) The charge for any firefighting, fire prevention, false alarms or emergency service provided by the Department shall be determined according to Section 8 of this agreement.

#### 11. BUDGETING, BANKING & FINANCIAL

- (a) All Fundraising funds raised by the Fire Department members will go into a bank account to the credit of the Radisson Fire Department. The Records of any bank accounts will be maintained by the Radisson Volunteer Fire Department with two (2) members of the Department having signing authority.
- (b) Expenditure's from the bank accounts will be made for the purpose the funds were raised or whatever related expenditures a majority of Fire Department members present at a regular meeting vote. The Fire Chief will be exempted from a vote unless to break a tie vote.
- (c) The Fire Department shall submit a financial statement to the Town of Radisson prior to March 31<sup>st</sup> annually reporting all revenue and expenditures
- (d) The Fire Department shall submit both an operation and capital budget to the Council annually by April 30<sup>th</sup> of each year.

- (e) The Fire Department shall set annually a Fire Department Budget which has been submitted to and approved by the Town of Radisson. The following areas are within the control and responsibility of the Fire Department and will be subject to the Budget:

**Revenue:** proposed expectation of Revenues from fire calls and funds from fire service agreements, donations, fundraising etc

**Expenses:**

- a. Vehicle and equipment insurance costs
- b. Volunteer Fire Fighter insurance costs
- c. Fuel
- d. Vehicle maintenance and operating costs
- e. Firefighting equipment, tools, etc
- f. Emergency radios and licensing fees
- g. Dispatching fees
- h. Firefighter gear, apparatuses, training and education, travel costs, memberships
- i. Firefighter wages, benefits, and honorariums
- j. Capital Expenditures

- (f) The Town of Radisson shall set annually a budget which will include an emergency services budget that will cover the following areas:

**Expenses**

- a. Fire hall maintenance, building insurance, utilities and amortization expenses
- b. Identify Capital Projects and Expenditures in consult with the Fire Chief
- c. Pay for Workers Compensation Board coverage for Fire Department members

**Grants**

- a. The Town of Radisson will make annually a grant of \$5,000 to the Radisson Fire Department to be utilized as outlined in their approved budget.

**12. STAFFING**

- (a) The Fire Chief has the authority to recommend an appointment and withdrawal of all Fire Department Members to or from their positions; including termination. All appointments or withdrawals of appointments or terminations will be reported to Council and will be acknowledged annually by Council.
- (b) All Members of the Fire Department shall be at least 18 years of age.

### 13. MEETINGS & TRAINING DRILLS

- (a) Regular Fire Department meetings will be held once (1) per month or as required and shall be called by the Fire Chief.
- (b) Minutes of the meeting shall be submitted to Council.
- (c) A member of Council may attend the semi-annual meetings of the Fire Department
- (d) If requested by the Fire Department, a member of Council will attend any meeting as needed.
- (e) Fire Department Training Drills will be the responsibility of the Fire Department.

### 14. FIRE HYDRANTS

- (a) The Town of Radisson shall be responsible for the maintenance, repair, and replacement of fire hydrants.
- (b) The Town may, when purging or flushing fire hydrants invite the Fire Department members to participate in the event which can be used as a training exercise, if desired.

## PART II

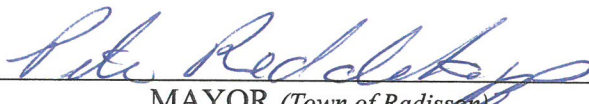
### NATIONAL FIRE CODE


### 15. ADOPTION OF NATIONAL FIRE CODE

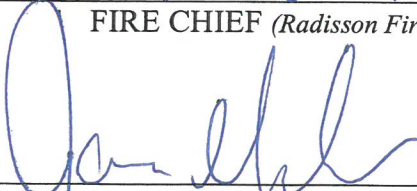
Except as modified by this Agreement, it is declared that *The National Fire Code* is in force within the municipal boundaries of the Town of Radisson.

### 16. MISCELLANEOUS

This Bylaw replaces any Service Agreement already in place.

  
MAYOR (Town of Radisson)

  
FIRE CHIEF (Radisson Fire Department)

  
FIRST RESPONDER (Radisson First Responders)

