



Province of Ontario Mutual Aid Plan

2018 - 2022

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FOREWORD

Mutual Aid is most frequently described as the reciprocal of providing assistance between groups of people or organizations. The concept of neighbours helping neighbours or others in need is not a new concept and has been practiced for centuries. In Ontario, fire departments have participated in organized assistance through a formalized Mutual Aid Plan since the 1950's.

The Province of Ontario Mutual Aid Plan herein after referred to as "MAP", has many times demonstrated its value to communities. Large fires, hazardous material incidents, as well as wind and ice storms, are some examples of where emergency events have had the effect of overwhelming resources of *fire departments*, and where mutual aid was called upon to assist in mitigating the incident.

The fire services in Ontario are leaders in the provision of mutual aid. The MAP has a historical impact and is enshrined in the daily activities and approach of firefighters. As well, many other provincial emergency plans have components which are tied to the MAP.

Ontario is the most populous province in Canada, with diverse demographics and various physical geographies. While instructed by the Office of the Fire Marshal, Fire Co-ordinators from across the province have assisted, and continue to assist, in the development and revision of the MAP. These individuals represent fire service responders ranging from single-to multi-station fire departments. Large or small, all fire departments in Ontario have a significant role in the operational processes of the MAP. The success of the MAP relies directly on their collaborative contributions and involvement.

The 2018 version of the MAP has seen a significant revision. The result is a dynamic program that will serve the residents of Ontario for years.

Note: Mutual Aid Associations which do not relate to the duties of *fire departments* may be in place in counties, districts and regions. It is to be clearly understood that they do not have any connection relating to the operation of municipal fire departments that are participants in the MAP.

THE PRINCIPLES OF OPERATION OF MAPs IN ONTARIO

To promote, and ensure adequate and coordinated efforts to minimize loss of human life and property, as well as damage to the environment through the efficient utilization of fire department and provincial resources in the event of a *mutual aid activation* during times of natural or human-made emergencies.

To provide the organizational framework necessary to effectively manage *mutual aid* resources within an incident management system.

To provide authority and general direction to *fire co-ordinators* for the coordination of a *MAP* and associated *fire protection services* activated within the local county, district or region, as well as with neighbouring counties, districts or regions, inter-provincially and/or internationally, as requested by the Fire Marshal or designate.

To provide advice and direction for the activation of *mutual aid* assistance.

To ensure all *participants* and *non-municipal participants* adhere to their prescribed roles and responsibilities with respect to *mutual aid*.

To provide roles and responsibilities for *fire co-ordinators* appointed by the Fire Marshal or designate, as well as OFM staff.

To provide other emergency management agencies with an understanding of the *fire co-ordinator's* role within the MAP.

AUTHORITY

Fire department personnel appointed by the Fire Marshal as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal (*Fire Protection and Prevention Act 1997, Section 7*).

Fire co-ordinators

7. (1) *The Fire Marshal may appoint fire co-ordinators for such areas as may be designated in the appointment. 1997, c. 4, s. 7 (1).*

Duties

(2) *A fire co-ordinator shall, subject to the instructions of the Fire Marshal,*
(a) *establish and maintain a mutual aid plan under which the fire departments that serve the designated area agree to assist each other in the event of an emergency; and*
(b) *perform such other duties as may be assigned by the Fire Marshal. 1997, c. 4, s. 7 (2); 2002, c. 18, Sched. N, s. 1*

DEFINITIONS

In this document,

Acceptable* - means acceptable to the *fire co-ordinator* and participating *fire chiefs* in consultation with the Office of the Fire Marshal.

Alternate Fire Co-ordinator* - means the person appointed by the Fire Marshal, or designate, under the authority of the *Fire Protection and Prevention Act, 1997* to act in the absence of the *fire co-ordinator* and may also co-ordinate a geographic portion of a county, region, or district under the direction of the *fire co-ordinator*.

Automatic Aid agreements¹ - For the purposes of the *Fire Protection and Prevention Act, 1997* an automatic aid agreement means any agreement under which

(a) a *municipality* agrees to ensure the provision of an initial response to fires, rescues and emergencies that may occur in a part of another *municipality* where a *fire department* in the *municipality* is capable of responding more quickly than any *fire department* situated in the other *municipality*; or

(b) a *municipality* agrees to ensure the provision of a supplemental response to fires, rescues and emergencies that may occur in a part of another *municipality* where a *fire department* situated in the *municipality* is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of the other *municipality*. 1997, c. 4, s. 1 (4).

A mutual aid plan established under section 7 does not constitute an automatic aid agreement for the purposes of subsection (4). 1997, c. 4, s. 1 (5).

Backfill* – means when a participant in the MAP is deployed into a station to assist by providing coverage while the receiving participant’s resources are committed to an emergency. The participants that are providing the backfill may be required to assist at that emergency or respond to other alarms.

Council*- means the *council* of a *municipality* participating in the MAP.

Fire Chief²– means a *fire chief* appointed under subsection 6 (1), (2) or (4) of the *Fire Protection and Prevention Act, 1997*; (“chef des pompiers”)

Fire Co-ordinator* - means the person appointed by the Fire Marshal, or designate under the authority of the *Fire Protection and Prevention Act, 1997* to establish and maintain the *mutual aid plan*, and perform other duties as may be assigned by the Fire Marshal or designate.

*Mutual Aid Re-Write Committee

1 Fire Protection and Prevention Act, 1997, c. 4, s. 1 (4), (5).

2 Fire Protection and Prevention Act, 1997

Fire Department³ - means a group of firefighters authorized to provide *fire protection services* by a *municipality*, group of municipalities or by an agreement made under Section 3 of the *Fire Protection and Prevention Act, 1997*.

Note: includes *non-municipal participants*.

Fire Protection Services⁴ - includes,

- (a) fire suppression, fire prevention and fire safety education,
- (b) mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and safety education related to the presence of those levels,
- (c) rescue and emergency services,
- (d) communication in respect of anything described in clauses (a) to (c),
- (e) training of persons involved in providing anything described in clauses (a) to (d), and
- (f) the delivery of any service described in clauses (a) to (e);

First Nation Community⁵ - means a community that is part of, or that is a reserve, as that term is defined in the Indian Act (Canada).

Help Call* - means the *participant or non-municipal participant* that is called to assist another *participant or non-municipal participant* in the event of a MAP activation.

Home Fire Chief* - means the *fire chief* of the *municipality*, non-municipal community or area experiencing a *major emergency*.

Home Fire Department* - means the *fire department* of the *municipality*, non-municipal community or area experiencing a *major emergency*.

Incident Command System (ICS)⁶ – means the first and primary organizational component of the IMS, which is responsible for managing all responses to an incident and to which all other functions report, and which may consist of a single person or a team.

Incident Management System (IMS)⁷ – means a standardized approach to emergency management, encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out, regardless of the number of persons who are available or involved in the emergency response.

Major Emergency* – means a situation that, in the opinion of the fire chief, constitutes a danger of major proportions to life, property and/or the environment.

³ Fire Protection and Prevention Act, 1997

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⁴ Fire Protection and Prevention Act, 1997

⁵ OFMEM Legal Department

⁶ IMS-100 Introduction to the Incident Management System (IMS) for Ontario, December 2008

⁷ Emergency Management Ontario: Glossary of Terms

Municipality⁸ – means a single-tier or lower-tier municipality.

Mutual Aid * – means a program:

- to provide / receive assistance in the case of a *major emergency* in a *municipality*, non-municipal community or area; and
- to provide a mechanism that can be used to activate reciprocal responses to incidents that exceed the capability of the *participant* or *non-municipal participant*

Mutual Aid Advisory Committee* – means a committee that is made up of Fire Co-ordinators from across Ontario and OFM staff.

Non-Municipal Participant* – means a fire brigade or fire service that is not within an organized *municipality*, such as an industrial fire brigade or a fire service within a federal jurisdiction, or outside the province of Ontario or in a territory without municipal organization, other than the Northern Fire Protection Program, that is accepted into the plan by the participating fire chiefs and by the Fire Marshal.

Participant* - means an organization, or a *municipality*, approved by the Fire Marshal, or designate which operates or manages a *fire department* that meets and maintains the requirements for participation in the MAP.

PEOC – means the Provincial Emergency Operations Centre.

Operations Manager* – means the person appointed by the Fire Marshal to manage OFM resources within the Field and Advisory Services Section under the direction of the Fire Marshal.

Running Assignment*- means the agreed-upon arrangements to be used as a guideline by the *Fire Co-ordinator* when sending resources to assist other participants or *non-municipal participants* who are requesting help.

Significant Event* – means a *mutual aid* activation where the *home fire department* requests the assistance of two or more *fire departments*, for an emergency identified as an event of provincial interest.

Stand-by* – means when a *participant* or *non-municipal participant* is put on notice that they will be the first response to incoming emergency calls for help within another participant's jurisdiction while their resources are committed to an emergency. The department on standby provides coverage without physically moving resources until requested.

Territory without municipal organization* - means a geographic area without *municipal* organization.

⁸ Municipal Act, 2017

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MUTUAL AID PLAN COMPONENTS

MAP's shall adopt all mandatory appendices and any applicable optional appendices, based on their local needs and circumstances. The appendices are intended to provide a local county, district or region with the ability to attach additional information to the MAP base document that they feel will assist local *participants* and *non-municipal participants* in the application and use of the MAP.

The following appendices are mandatory components of the MAP and should be reviewed on an annual basis by December 31 of every year:

Appendix A- Running Card Assignment

Appendix B & C – Emergency contact information and Mutual Aid

Appendix B & C – For Non-Municipal Participants

Appendix D- Additional Local minimum requirements

Appendix E- Interoperability Border Crossing Coupling Locations and Quantities

Appendix F- Minimum Conditions for Participation in Programs *2.0 Automatic Aid*

Appendix G- Minimum Conditions for Participation in Programs *3.0 County, District or Region Hazardous Materials Response Support*

Appendix H- Minimum Conditions for Participation in Programs *4.0 County, District or Region Extrication Response Support*

Appendix I - Minimum Conditions for Participation in Programs *5.0 County, District or Region Specialized Rescue Support*

Appendix J- Sample By-Law Authorizing Participation in the Mutual Aid Plan

Appendix K- links to Firefighter Guidance Notes, Occupational Health and Safety Act (OHSA) and Section 21 Guidance Notes, OHSA, OAFC website

Appendix L-Process for Addressing Known Contraventions of the Minimum Conditions for Participation in the Mutual Aid Plan

Appendix M- Access to Provincial Resources for CBRNE Response and HUSAR- *Communiqué 2016-05*

Appendix N- Office of the Fire Marshal Resources for Major Incidents- *Communiqué 2005-29*

Appendix O- Significant Event Report Form

Appendix P- Request for Replacement

Appendix Q- Request for Temporary Appointment

Appendix R- Expense Account Guidelines

Appendix S- Form for Proposal to Change Provincial Mutual Aid Plan

Appendix T- Plan Acceptance Form

Appendix U- List of Agreements

Appendix V- Non-Municipal Participant Agreement

MINIMUM CONDITIONS FOR PARTICIPATION IN MAPs

1.0 Mutual Aid

- 1.1 A request for assistance by a *participant* in the MAP takes priority over any other non-emergency response *fire protection services* agreements entered into by another *participant*, except as noted in 1.2.
- 1.2 Despite 1.1, the *fire chief*, or designate, may refuse to supply a requested response to an occurrence if such response personnel, apparatus or equipment are required to provide emergency responses in the local *municipality*. Similarly, the fire chief, or designate, may order the return of such apparatus, equipment or personnel that is responding to, or is operational at, the scene of a MAP activation if it is required to provide emergency responses in the local *municipality*. In such cases the *fire chief* must notify the *fire co-ordinator* or designate of his/her actions.
- 1.3 A by-law must be passed by *council* authorizing its *fire department's* participation in the MAP. A by-law/alternative authorization is required after a significant revision or change to the MAP or as requested by the OFM (See appendix J for a sample by-law authorizing participation in the *mutual aid plan*).
 - Note- Despite bullet 1.3 NFPP fire departments must be authorized by the Fire Marshal or designate to participate in the MAP.
- 1.4 A *participant* and *non-municipal participant* must have sufficient resources to handle the needs and circumstances of their own jurisdiction. Reference Appendix B and C, Non-Municipal Participants.

- 1.5 The providing and receiving *fire chiefs* and the *fire co-ordinator* must agree to the help call, backfill, and standby assignments.
- 1.6 The *fire co-ordinator* and the participating *fire departments* must agree to the resources that will form part of the MAP.

Note: For example, this does not mean a municipality with an aerial ladder truck is obligated to make it available to a municipality that does not have one to reciprocate the service. Municipalities may enter into agreements for apparatus or other services.

- 1.7 The *home fire department* shall maintain responsibility for the overall command of a mutual aid activation throughout the incident; except the command function by mutual agreement may be temporarily assigned to a qualified responding *participant*.
- 1.8 Participants in the MAP shall adopt and implement the provincial incident management system and implement an *incident command system* that is fully inter-operable with other participants in the MAP.
- 1.9 *Fire chiefs and non-municipal participants* shall notify the *fire co-ordinator* of all significant changes, as they occur, regarding stations, personnel, apparatus and/or equipment and/or their ability to meet the minimum conditions for participation.
- 1.10 Radio communication procedures shall be established to ensure seamless communication between participants during MAP activations.
- 1.11 All participants shall comply with all applicable laws.
- 1.12 *Fire chiefs* shall submit copies of automatic aid and fire protection agreements pertaining to emergency response that their *fire department* has entered into with the *fire co-ordinator*.
- 1.13 MAP assistance is to be provided to *participants* on a reciprocal basis (i.e. no costs involved).
- 1.14 *Participants and non-municipal participants* that provide *fire protection services* under a *fire protection services* agreement to a *municipality, territory without municipal organization, First Nations community* or other organization that do not have a *fire department* can activate *mutual aid*.

Note: The municipality, territory without municipal organization, First Nations community or other organization that do not have a fire department and are receiving emergency response services should ensure that agreements for resources are in place to handle their own emergency response needs.

- 1.15 The training level of *participants* should be maintained in accordance with their own core services as declared annually in the municipal profiles submitted to the OFM (see

appendix B and C and the applicable legislated standard, NFPA standard and/or equivalent as a minimum).

- 1.16 *Non-municipal participants* that do not have an establishing and regulating by-law/agreement will be required to provide to the OFM, a modified municipal profile-type document indicating an ability to meet the minimum requirements for participation in the MAP. **Reference Appendix V for non-municipal participant agreement.**

- **Note:** There should be no boundaries within the MAP when considering mutual aid assistance. As an example: help call, backfill or stand-by may be from any other county, region, or district. And a *fire co-ordinator* can request resources from any *participant* or *non-municipal participant* in the plan.

Provincial CBRNE and HUSAR Resources

The Province operates a system, which provides response support for chemical, biological, radiological, nuclear and explosion (CBRNE) and heavy urban search and rescue (HUSAR) incidents, to local communities. The system operates under the following conditions:

- Initial response to CBRNE and HUSAR emergencies are a local responsibility. More advanced support may be available locally through the *MAP* or a contracted service provider, which includes contracted support from another *municipality* through a *fire protection services agreement* or an *automatic aid agreement* and contracted support from a commercial provider.
- It is intended that CBRNE teams and the HUSAR team, strategically located in designated cities, and operating under a memorandum of understanding with the Province of Ontario, is available to support local responders.
- The expectations and capabilities of responding CBRNE Teams shall be based on the National Fire Protection Association Standard 1072: Professional Competence of Responders to Hazardous Materials Incidents. That standard provides for the following response levels:
 - Level 1: **Awareness** of what constitutes a hazardous materials incident
 - Level 2: **Operations or mission specific** has the capacity to carry out limited response activities
 - Level 3: **Technician** has the capacity to mitigate hazardous materials incidents
- The expectations and capabilities of the responding HUSAR team shall be based on the National Fire Protection Association Standard 1670: Operations and Training for Technical Rescue Incidents. That standard provides for the following response levels:
 - Level 1: **Awareness** of what constitutes a technical rescue incident
 - Level 2: **Operations** has the capacity to carry out limited response activities
 - Level 3: **Technician** has the capacity to mitigate technical rescue incidents

Step 1: Requesting fire department contacts the *fire co-ordinator*.

Step 2: Fire coordinator assesses the situation and contacts the *PEOC* as necessary.

Step 3: OFM staff will contact the incident commander directly, keeping the *fire co-ordinator* informed. If the incident meets the response criteria OFM staff will deploy the appropriate resources.

Activation of CBRNE and HUSAR resources:

Refer to Appendix M and Appendix N for the activation of resources.

ACTIVATION OF MAP

2.0 Requesting Fire Department

The incident commander, or the communications facility currently serving the incident commander, will communicate directly with the first *help call*.

- 2.1 Identify who you are.
- 2.2 Briefly describe the nature of the incident/emergency.
- 2.3 Describe what is needed (equipment, staffing, apparatus, etc.).
- 2.4 Provide the status of the *mutual aid* response (who's been called already, *automatic aid* activations that have been initiated).
- 2.5 Give the location of the incident (coordinates, address and landmarks).
- 2.6 Give information on what is the best route and approach to the site.
- 2.7 Provide details on command and its designation.
- 2.8 Advise who, and on what radio frequency or talk group, to contact for assignment and/or staging location. If common radio frequencies or talk groups are not available direct the responding *mutual aid* companies to a specific location and advise them whom to contact on arrival.

3.0 First Help Call

- 3.1 Evaluate ability to respond considering local capacity.
- 3.2 Dispatch resources to respond to the incident.
- 3.3 Contact and notify the *fire co-ordinator* of the incident, your response and any other relevant information (such as cross-border activations, nature, size, and extent of the incident). This could be done by text, phone call or e-mail with the form to follow.
- 3.4 The dispatch centre or first call *fire department* shall notify the *fire coordinator* of the incident/emergency.

4.0 Fire Co-ordinator

- 4.1 Arrange for the backfill or standby for home and assisting *fire departments* as required.
- 4.2 Be notified of all *mutual aid* activations and additional assistance as required. There should be no boundaries within the Province when considering mutual aid assistance. As an example, *help call*, *backfill*, or *stand-by* may be from another County, Region, or District. A *fire co-ordinator* can request resources from any *participant* or *non-municipal participant* in the MAP.
- 4.3 Notify the Provincial Emergency Operations Centre for all *significant events* involving two or more fire departments or incidents of identified provincial interest.
- 4.4 Provide field guide to the dispatch centre, and update as needed.

5.0 Termination of the Incident

- 5.1 The incident commander will determine when assisting resources are no longer required.
- 5.2 The incident commander will release resources as soon as possible.
- 5.3 Assisting *fire department(s)* will notify the *fire co-ordinator* when they are back in service in their local community.

6.0 CRITERIA FOR APPOINTMENT AS FIRE CO-ORDINATOR OR ALTERNATE

- 6.1 *Fire chief*, deputy fire chief or senior officer with the necessary training and experience to co-ordinate the plan.
- 6.2 Willingness to fulfill the role of *fire co-ordinator* or *alternate(s)*.
- 6.3 Agreement of the employer that the Fire Marshal, or designate may request or require a *fire co-ordinator* or *alternate(s)* to fill the role.
- 6.4 Have technical ability to communicate with *participants* and *non-municipal participants* within the county, district or region and between other counties, districts and/or regions.
- 6.5 Understand the requirements and implementation of the MAP.
- 6.6 Advise *participants* or *non-municipal participants* in the MAP where the OFM or *fire co-ordinator* are made aware of an impending or actual vacancy of a *fire co-ordinator* or *alternate* to be given the opportunity to provide input into the new nomination of a *fire co-ordinator* or *alternate* .

7.0 APPOINTMENT PROCESS FOR FIRE CO-ORDINATORS AND ALTERNATES

- 7.1 At his/her earliest convenience, the *fire co-ordinator* notifies the OFM of a pending resignation or vacating of their position. OFM staff shall complete Appendix P – Request for Co-ordinator. (Appendix Q – Request for Temporary Appointment can be used to appoint an interim *fire co-ordinator/alternate* for a defined time period).
- 7.2 OFM staff member, in conjunction with the *fire co-ordinator*, makes a recommendation to the *Operations Manager* for appointment, based on selection criteria.
- 7.3 The *Operations Manager* reviews the recommendation in consultation with the OFM staff member.
- 7.4 The OFM staff member confirms the approval and understanding of the duties and responsibilities of the fire co-ordinator role with the CAO, employer or council and obtains a letter of support for the appointment (including a jpeg photo of the individual preferably in uniform from shoulders up).
- 7.5 Fire Marshal, or designate makes the appointment.
- 7.6 Access is provided to the Office of the Fire Marshal *fire co-ordinators'* website.
- 7.7 OFM staff member delivers the appointment letter, USB with the current plan on file, identification card and wallet badge.
- 7.8 OFM staff member reviews the roles and responsibilities with the newly appointed *fire co-ordinator*.
- 7.9 OFM staff member in conjunction with the *fire coordinator*, informs local *fire departments* of the appointment (as required).

ROLES AND RESPONSIBILITIES

8.0 Office of the Fire Marshal

- 8.1 Develops and monitors the MAP and appendices in consultation with *fire co-ordinators*.
- 8.2 Reviews and monitors the MAP and appendices every 4 years, or as needed.
- 8.3 Reviews and monitors the MAP and notifies the *participants / non-municipal participants* that the *MAP* has been accepted (Appendix T).
- 8.4 Maintains a centralized inventory of current *MAP*.
- 8.5 Provides support through specialized resources and equipment, as available.

- 8.6 Appoints *fire co-ordinators* for such areas as may be designated in the appointment under the *Fire Protection and Prevention Act, 1997, c.4, s.7(1)*.
- 8.7 Appoints the *fire chief* of a *fire department* established for an unincorporated area that is to participate in the MAP.
- 8.8 Authorizes *fire departments* serving unincorporated areas to participate in the MAP through an agreement signed by the Office of the Fire Marshal.
- 8.9 Monitors activations and any known contraventions of the *MAP* and addresses these as required.
- 8.10 Maintains the *fire co-ordinators* website and provides regular communications and updates to the *fire co-ordinators*.
- 8.11 Organizes and conducts the *fire co-ordinators* annual meeting and learning symposium and other such meetings as may be scheduled.
- 8.12 Monitors the operations and performance of the MAP.
- 8.13 In *significant events* or as requested, provides advice and assistance to the *fire co-ordinators* or fire departments dealing with the incident.
- 8.14 Provides advice and assistance to the *fire co-ordinator* or *participants* or *non-municipal participants*.
- 8.15 Attends meetings dependant on availability as requested by the *fire co-ordinator*.
- 8.16 Provides training sessions for the *fire co-ordinators / alternates*.
- 8.17 Coordinates meetings of the *Mutual Aid Advisory Committee* with the Fire Marshal on a semi-annual basis or as needed.
- 8.18 May choose to co-ordinate *mutual aid* activations involving two or more county/region/district *MAP*.
- 8.19 The Office of the Fire Marshal may deliver to the *participant* or *non-municipal participant* a written notice (copying the *fire co-ordinator*) directing them to have the deficiencies corrected. Failure to maintain the established criteria to the satisfaction of the OFM shall result in removal from the program. See Appendix L for process flow chart.
- 8.20 Maintains confidentiality of the information collected and uses only for the intended purpose of administering MAP.

9.0 Participants

Participants in the MAP are responsible to ensure there is a by-law, agreement or alternative *acceptable* authorization to:

- 9.1 Establish and regulate their *fire department*.
- 9.2 Appoint the *fire chief* of the *fire department*, and,
- 9.3 Authorize participation in the MAP.

- 9.4 Meet minimum conditions for participation.
- 9.5 Attend meetings as called by the *fire co-ordinator* or Office of the Fire Marshal.
- 9.6 Notify the *fire co-ordinator* of issues which preclude meeting the minimum conditions for participation in the MAP.
- 9.7 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAPs.

10.0 Non-Municipal Participants

Non-Municipal Participants in the MAP are responsible for, in addition to meeting the minimum conditions for participants:

- 10.1 Provide and maintain a list of levels of services that the *fire department* will provide.
- 10.2 Obtain authorization to participate in the MAP from the participating *fire chiefs* and the Office of the Fire Marshal.
- 10.3 Authority having jurisdiction to authorize participation in the MAP.
- 10.4 Submitting any information (i.e. asset lists, contact information) that is required in the administration of the MAP or as deemed necessary by the *fire co-ordinator*.
- 10.5 Ensuring that all minimum requirements for participation in the MAP are met or that there are *acceptable* equivalencies in place.

11.0 Fire Co-ordinator

Fire department personnel appointed by the Fire Marshal, or designate as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal, or designate (*Fire Protection and Prevention Act, 1997, Section 7*).

Roles and responsibilities of the *fire co-ordinator* and, in the absence of the *fire co-ordinator*, the *alternate co-ordinator*, for the purposes of this MAP include:

- 11.1 In co-operation with the *participants* and *non-municipal participants*, develop, review and maintain an up-to-date MAP, under the instructions of the Fire Marshal or designate.
- 11.2 Submit the MAP to the Office of the Fire Marshal for approval.
- 11.3 Review the MAP annually or more often if required, with the *participants*, *non-municipal participants* and OFM staff and update the MAP by *April 1 of every year*.

- 11.4 Coordinate/monitor activations of the MAP.
- 11.5 Consider requests and recommend to the Provincial Emergency Operations Centre the deployment of provincial and regional assets and/or resources as per the notification process for requesting provincial resources.
- 11.6 Provide advice and assistance to the Fire Marshal, or designate upon request.
- 11.7 Provide assistance and guidance to *participants* and *non-municipal participants* during *mutual aid* activations.
- 11.8 In the case of *significant events*, the *fire co-ordinator* will notify the PEOC at their first opportunity in order to provide a verbal synopsis of the event and determine whether the Office of the Fire Marshal involvement is required. The *fire co-ordinator* will also be required to forward an email to ofmem.map@ontario.ca within 2 business days providing a written synopsis of the *significant event*.
- 11.9 Attend the *fire co-ordinators* annual meeting and learning symposium, and other meetings as may be required from time to time by the Office of the Fire Marshal.
- 11.10 Submit expense reports to the Office of the Fire Marshal *Operations Manager responsible for the MAP* for approval twice yearly, and more frequently if required, and before March 1st of each year (see appendix R for expense account guidelines).
- 11.11 Provide advice and assistance to promote the effective and efficient implementation of the MAP.
- 11.12 Maintain confidentiality of the information collected and use only for the intended purpose of administering the MAP.
- 11.13 Other duties as may be assigned by the Fire Marshal, or designate in relation to the support of *mutual aid* activations.
- 11.14 The *fire co-ordinator* shall notify the OFM when a *participant* or *non-municipal participant* fails to maintain the established criteria for participation in the MAP.

Roles and responsibilities of the *fire co-ordinator* for the purposes of the *mutual aid plan* do not include:

- In a territory without municipal organization where there are no agreements made pursuant to the *Fire Protection and Prevention Act, 1997* to provide *fire protection services*, there is ordinarily no role for the *fire co-ordinator* to play. The role of the *fire co-ordinator* is to coordinate MAP and to perform related duties. The MAP are plans developed between *fire departments/non-municipal participants*. *Fire departments* exist only in municipalities, or pursuant to an agreement in a *territory without municipal organization*.

12.0 Zone Fire Co-ordinators

Zone fire co-ordinators are appointed to act on behalf of the *fire co-ordinator* in a defined geographic area of the MAP. Responsibilities include:

- 12.1 Co-ordinate/monitor zone *mutual aid* activations.
- 12.2 Ensure district plan revisions received from *fire co-ordinator* are copied and distributed to zone *fire chiefs* for updating their *fire department* plan.
- 12.3 Co-ordinate regular zone meetings each year.
- 12.4 Attend county/district/region MAP meetings to provide zone activation updates and share zone initiatives being implemented.
- 12.5 Provide advice and assistance to promote the effective and efficient implementation of the MAP.
- 12.6 Attend the annual *fire co-ordinators'* conferences, zone meetings and such other meetings as may be convened from time to time by the Office of the Fire Marshal.
- 12.7 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAPs.

13.0 Participating Fire Departments

- 13.1 Ensure members of the *fire department* are aware of the intent and operational components of the MAP.
- 13.2 Notify the *fire co-ordinator* of all significant changes as they occur, regarding levels of service or modification to their establishing and regulating by-law and *agreements*.
- 13.3 Report *mutual aid* activations to the *fire co-ordinator* at the first opportunity.
- 13.4 Complete and submit all required documentation as prescribed by the MAP.

- 13.5 Attend or ensure there is representation at every meeting(s) as called by the *fire co-ordinator* / Office of the Fire Marshal.
- 13.6 Advise the *fire co-ordinator* of any municipal re-alignments / amalgamations or any change that will affect the MAP.
- 13.7 Provide a copy of the MAP to their municipal council and clerk.
- 13.8 Participate in the submission or updating of the MAP, to be completed by April 1st of every year.
- 13.9 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAPs.

PROTECTION FROM PERSONAL LIABILITY AND INDEMNIFICATION

Fire co-ordinators are protected from personal liability and indemnification pursuant to sections 74. (1), (2) and 75. (1) of the *Fire Protection and Prevention Act, 1997*.

RISK EXPOSURE OF NON-MUNICIPAL PARTICIPANTS

Non-Municipal Participants are encouraged to review all of the conditions for participation, their authorization (internal Policy/ Band Council/ Federal law/ State Law, etc.), insurance coverage and seek legal counsel on the level of risk exposure related to participation in this plan. While the authorization to participate is obtained from the Participants and the Office of the Fire Marshal, the choice to participate lies with the individual organization.

CONTACTING THE OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

The *Operations Manager* assigned to the MAP is the point of contact for *fire co-ordinators* to forward:

- current copies of MAPs
- updates to MAP resources and contact lists, and
- original copies of expense claims – faxed copies not *acceptable* for approved government procedures

Original copies of the above are to be mailed to:
Office of the Fire Marshal

2284 Nursery Road
Midhurst, ON
L9X 1N8

In those instances when a *fire co-ordinator* or *alternate fire co-ordinator* has a question about the expected roles and responsibilities he/she may contact the Advice and Assistance phone line **1-844-638-9560** or the appropriate *Operations Manager* of the Office of the Fire Marshal.

During non-business hours contact may be arranged through the Provincial Emergency Operations Centre by calling **1-866-314-0472** and asking to be put in contact with the on-call manager for Field and Advisory Services who will address the concern directly and/or place you in contact with the appropriate *Operations Manager*.

Any issues that are encountered while trying to access provincial resources should be brought to the attention of the *Operations Manager*.

Proposals to change provincial MAP can be forwarded to the OFMEM using Appendix S.