



Report to Council

Department: Community Services
Division: Fire and Rescue Services
Date: August 11, 2025
Prepared by: Jason Pillon, Fire Chief
Report Number: Fire and Rescue Services – 2025-07
Subject: Establishing and Regulating Fire Services – By-Law Update
Number of Pages: 6 Plus Attachment

Recommendation(s)

That report 2025-07 entitled Establishing and Regulating Fire Services – By-Law Update prepared by Jason Pillon, Fire Chief, dated August 11, 2025 be received, and

That By-Law No. 2461 being a By-Law to Establish and Regulate Fire Services be read a first, a second and a third time and finally passed on August 11, 2025.

Purpose

An update to the current Establishing and Regulating By-Law is required to reflect the revised Medical Tiered Response Agreement, which is referenced within the existing By-Law.

Background and Discussion

An Establishing and Regulating By-Law is a document passed by municipal council that sets out the governing policies for the local fire department. It allows the municipality to outline how fire protection services are delivered in accordance with its unique needs and circumstances, as required under the *Fire Protection and Prevention Act, 1997* (FPPA). This By-Law can specify the type and scope of fire protection services provided and may offer policy direction in areas such as:

- Compliance with applicable legislation and regulations (e.g., FPPA, *Occupational Health and Safety Act, Environmental Protection Act*).
- Directives from the Fire Marshal.
- Recognized industry best practices (e.g., Ontario Fire Service Section 21 Advisory Committee guidance, National Fire Protection Association standards).
- The fire department's primary functions and service offerings.
- Goals and objectives of the department.
- Duties and responsibilities of fire department personnel.
- The department's organizational structure.
- Permission to respond outside established service boundaries.
- Authority to charge property owners for fire investigation costs; and

- Authority to conduct fire department operations, in coordination with the municipality's legal advisors.

The Fire Chief should conduct an annual review of the Town of Essex Establishing and Regulating By-law to ensure it accurately reflects all emergency and non-emergency services provided by the Department. Additionally, the Fire Chief should update the By-Law as necessary to incorporate any changes in the Department's services or operations.

Since the late 1990s, Essex Fire and Rescue Services has formally supported Essex-Windsor Emergency Medical Services (EWEMS) through the Medical Tiered Response Agreement (MTRA), originally established at that time. The MTRA has been revised multiple times over the years, with each update receiving Council approval.

The MTRA outlines the circumstances under which Essex Fire and Rescue is dispatched to assist EWEMS. To ensure clarity and consistency for ambulance dispatchers, most fire departments in the region follow the same activation criteria, with the exception of the Municipality of Leamington and the City of Windsor. The agreement is formally signed with the County of Essex, which acts on behalf of EWEMS.

Over time, advancements in paramedicine protocols and equipment have made periodic reviews and updates to the agreement necessary. EWEMS typically leads this process, bringing proposed revisions to the County Fire Chiefs for discussion and feedback. While the 2025 version of the MTRA does not change the level of

service provided, it introduces several clarifications and administrative improvements. Key updates include:

- A new definitions section to clearly explain key terms related to the Medical Tiered Response Agreement.
- The designation of a Fire Service Liaison Officer as the primary contact for each fire department, along with established timelines for submitting Medical Assist Reports (MARs) and biometric data.
- An increase in the annual defibrillator grant from EWEMS, rising from \$1,000.00 to \$1,500.00 per unit to support ongoing maintenance and future replacement needs.
- General simplification and clarification of language throughout the document.

The term of this Agreement is one (1) year commencing on June 1, 2025, and ending on May 31, 2026. Thereafter, the Agreement will automatically renew for successive one-year terms, on the same terms and conditions, unless any Party gives written notice to the others of their intention not to renew at least sixty (60) days prior to the end of the term then in effect. The Parties agree to review the terms and conditions of this Agreement upon request of any Party, which will be discussed by the Parties at the next scheduled meeting of the Essex County Fire Chiefs.

Financial Impact

Under the terms of the updated Agreement, Essex-Windsor EMS (EWEMS) will provide Fire Services with an annual grant of \$1,500.00 per defibrillator used for Tiered Medical Response services. This funding is kept in Fire reserve and is intended to support ongoing preventative maintenance and the eventual replacement of defibrillators. As a result of this change, Essex Fire and Rescue will see an annual increase in funding from \$3,000.00 to \$4,500.00.

Consultations

Jake Morassut, Director, Community Services

Kate Giurissevich, Chief Administrative Officer

Joe Malandrucolo, Director Legislative Services/Clerk

Justin Lammers, Chief – Essex Windsor EMS

Ryan Lemay, Deputy Chief, Operations, Essex Windsor EMS

Essex County Fire Chiefs

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Establishing and Regulating Fire Services - Updated By-Law.docx
Attachments:	- By-Law No 2461_Essex Fire_Establish and Regulate Fire Services 2025_Working Copy2_LLS Edits.pdf
Final Approval Date:	Aug 6, 2025

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Jake Morassut, Director, Community Services was completed by workflow administrator Shelley Brown, Deputy Clerk, Legal and Legislative Services

Jake Morassut, Director, Community Services - Aug 6, 2025 - 8:40 AM

No Signature - Task assigned to Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk was completed by workflow administrator Shelley Brown, Deputy Clerk, Legal and Legislative Services

Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk - Aug 6, 2025 - 9:04 AM



Kate Giurissevich, Chief Administrative Officer - Aug 6, 2025 - 9:07 AM