



By-Law Number 2025-25

Being a By-Law to Appoint Orville Keown as Assistant Chief for the Corporation of the Municipality of Calvin.

Whereas Section 6(1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, provides that a municipality may establish a fire department to provide fire protection services and appoint a Fire Chief for the department;

And Whereas the Council of the Corporation of the Municipality of Calvin deems it desirable and necessary to appoint an Assistant Chief to carry out the role of Deputy Fire Chief in the absence of the Fire Chief, to assist in the administration and operation of the Fire Department and to deliver the department's training program under the direction of the Fire Chief;

And Whereas the Council, on the recommendation of the Fire Chief, Jordan Whalley, has selected Orville Keown as a suitable and qualified individual to fulfill this role retroactively, effective May 5, 2025;

Now Therefore the Council of the Corporation of the Municipality of Calvin Enacts as Follows:

That Orville Keown is hereby appointed to the position of Assistant Chief for the Corporation of the Municipality of Calvin effective May 5, 2025;

That the Assistant Chief shall perform such duties and responsibilities as outlined in the job description approved by Council as set out in Schedule A of this By-Law, and as assigned by the Fire Chief, and shall act in accordance with all applicable municipal policies, by-laws, and provincial legislation.

That the Assistant Chief shall report to and act under the direction of the Fire Chief, and in their absence, may assume command and responsibilities as required

That this By-law shall come into force and take effect on this 20th day of May 2025,

Richard Gould, Mayor

Donna Maitland, CAO Clerk Treasurer



Corporation of the Municipality of Calvin

SCHEDULE A

Position Title: Assistant Chief

Reports to: Fire Chief

Position Summary

Reporting to the Fire Chief, the Assistant Chief supports the strategic and operational leadership of the Fire Department, assisting in managing firefighting operations, fire prevention programs, training, emergency response coordination, and administrative functions. The Assistant Chief may assume command in the absence of the Deputy Fire Chief and plays a key role in supporting department compliance, safety, readiness, and community engagement. He/She is also responsible for the delivery of departmental training.

Duties and Responsibilities

Key Responsibilities

Leadership & Operational Support

Assist the Fire Chief in overseeing daily operations of the Fire Department, ensuring effective deployment of personnel, equipment, and resources.

Provide direct supervision to officers and firefighters during training, inspections, and emergency responses.

Serve as Acting Deputy Fire Chief when required, including during absences or as delegated.

Emergency Response & Incident Command

Respond to major incidents and assume command or support the Fire Chief in the Incident Command System (ICS) structure.

Support coordination with mutual aid partners and other emergency services (EMS, police, provincial agencies) during multi-agency responses.

Ensure preparedness for all hazard types, including fires, hazardous materials incidents, and natural disasters.

Training & Professional Development

Lead the development and delivery of in-house training programs to ensure compliance with the Establishing and Regulation By-law and provincial training standards.

Assist in evaluating and updating training plans, certifications, and readiness of fire department personnel.

Mentor firefighters and officers, fostering professional growth and leadership development.

Fire Prevention, Inspection & Public Education

Support the implementation and administration of fire prevention and public education programs.

Conduct or oversee fire safety inspections and investigations, ensuring compliance with the Ontario Fire Code and Fire Protection and Prevention Act.

Participate in community outreach and fire safety presentations.

Administration & Planning

Assist in the development and management of operational plans, departmental procedures, and internal policies.

Prepare incident reports, training documentation, equipment logs, and administrative correspondence as needed.

Contribute to budget development, procurement planning, and grant applications.

Health, Safety & Wellness

Promote and support a culture of safety and wellness within the department.

Monitor use of PPE, equipment maintenance, and safe work practices.

Assist in the coordination of critical incident stress management (CISM) and mental health supports for staff.

Training

Responsible for ensuring that all Fire Department personnel are properly trained in fire prevention, fire suppression and emergency response procedures and the proper use of departmental equipment.

Qualifications

Education and Certifications:

NFPA 1021 Fire Officer 1 and 2, NPFA 1001 Firefighter Level 1 and 2 (or willingness to attain within a specified timeframe).

Valid DZ driver's license (or equivalent).

Certification or experience in fire prevention, inspection, and/or public education considered an asset.

Willingness to obtain appropriate level Community Emergency Management Coordinator (CEMC) certification.

Experience:

Minimum 5 years of progressive experience in fire services, including leadership roles.

Demonstrated experience in emergency response, training, and public safety education.

Skills:

Strong leadership, communication, and interpersonal skills.

Ability to lead during high-pressure emergency situations.

Sound knowledge of fire codes, safety legislation, and municipal regulations.

Capable of working both independently and as part of a command team.

Working Conditions

Regular on-call responsibilities and availability for emergency call-outs.

May involve working evenings, weekends, and holidays depending on operational needs.

Exposure to hazardous environments, including fire scenes, emergency incidents, and severe weather conditions.

Additional Requirements

Must reside within a reasonable response time to the fire station (as determined by the municipality).

Must maintain physical fitness and pass medical evaluations as required.

Must continue to pass a background check and provide a clean driver's abstract.