

Collective Agreement Between

The Corporation of the City of Stratford

and

The Stratford Professional Firefighters' Association

January 1, 2023 – December 31, 2026

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This Agreement made this 4th day of December , 2023

Between:

The Corporation of the City of Stratford
(Hereinafter called the Corporation)
Party of the First Part

- and -

The Stratford Professional Fire Fighters' Association
(Hereinafter called the Association)
Party of the Second Part

Whereas the parties thereto have agreed to enter into these presents for the purpose of effectually defining duties, privileges, working conditions and remunerations, respecting the employment of the said Firefighters and to provide an amicable method of settling any differences or grievances which might possibly arise.

Now therefore this Agreement witnesseth:

Article One – Employees Covered

- 1.01 The provisions of this Agreement shall apply to all full-time Probationers, Fire Fighters, **Captains, Senior Captains**, Director of Fire Prevention, Fire Inspectors, Director of Training, Fire Administrators, CEMC Administrator, Fire Administrator – Prevention and Training, and Fire Prevention/Safety Educator of the Stratford Fire Department, except the Chief and Deputy Chief, as defined by the Fire Protection and Prevention Act.
- 1.02 Each new employee shall be deemed to be a probationer for twelve (12) months from the date of commencement of employment.

- 1.03 For the purpose of this Agreement, the words "Employees" and "Fire Fighters" shall mean all regular all full-time Probationers, Fire Fighters, **Captains, Senior Captains,** Director of Fire Prevention, Fire Inspectors, Director of Training, Fire Administrators, CEMC Administrator, Fire Administrator – Prevention and Training, and Fire Prevention/Safety Educator, except where specifically excluded, of the Stratford Fire Department, with the exception of the Fire Chief and Deputy Fire Chief.

Article Two – Recognition

- 2.01 The Corporation recognizes the Association's Committee, duly elected, as the exclusive bargaining agent for all full-time Probationers, Fire Fighters, **Captains, Senior Captains,** Director of Fire Prevention, Fire Inspectors, Director of Training, Fire Administrators, CEMC Administrator, Fire Administrator – Prevention and Training, and Fire Prevention/Safety Educator of the Stratford Fire Department, with the exception of the Chief and Deputy Chief, and that this agreement shall be regarded as being applicable to all such employees.

Article Three - Management Rights

- 3.01 The Parties hereto acknowledge that it is the exclusive right of the Employer, subject to and in accordance with the terms of this Agreement, and the Fire Protection and Prevention Act and not inconsistent therewith that:
- 1) All employees shall promptly conform to and obey all by-laws and regulations in force, which are applicable to such employees and insofar as they do not conflict with the terms of this Agreement or any extension or renewal thereof.
 - 2) The Chief shall be empowered to hire, suspend, discharge, lay-off, transfer or demote employees, subject only to limitations expressed in this Agreement as to arbitration or otherwise.
 - 3) The Chief shall operate and manage the undertakings of the Department including, but not limited to the right to select, install, and require the operation of any equipment, plant, and machinery necessary for the efficient and economical carrying out of the operations and undertakings of the Department.
 - 4) The parties agree that it is the exclusive right of the Corporation, subject to, and in accordance with, the terms of this Agreement and applicable laws not inconsistent therewith to:
 - a) Maintain order, discipline, and efficiency.
 - b) Hire, direct, transfer, promote, discharge, suspend, or otherwise discipline employees for just and proper cause.

- c) Generally, to operate and manage the undertakings of the Department and without restricting the generality of the foregoing to select, install and require the operation of any equipment, plant, and machinery necessary for the efficient and economical carrying out of the operations and undertakings of the Department.

Article Four – Hours of Work

- 4.01 a) Fire Suppression employees shall be required to work a 42-hour work week, **on a 4-platoon system, consisting of 24-hour shifts. As per the schedule below, a regular shift shall consist of twenty-four (24) continuous hours, commencing at 8:00 a.m. and ending at 7:59 a.m.**

N/A	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week One	24-hours			24-hours			
Week Two					24-hours		24-hours
Week Three			24-hours			24-hours	
Week Four		24-hours					

- b) Fire Suppression employees shall not work more than twenty-four (24) consecutive hours. Each employee shall have a minimum of twelve (12) consecutive hours off duty prior to the start of any shift and shall remain off duty for twelve (12) consecutive hours after the completion of any shift. Refer to Article 7.07 (e) when applicable.

- c) Definition of a day for the twenty-four (24) hour shift: One Day equals 12-hours. One Shift equals 24-hours.

One (1) vacation day equals 12-hours; a full 24-hour shift equals two (2) vacation days.

One (1) sick day equals 12-hours; a full 24-hour shift equals two (2) sick days.

One (1) bereavement day equals 12-hours; a full 24-hour shift equals two (2) bereavement days.

One (1) lost time day equals 12-hours; a full 24-hour shift equals two (2) lost time days.

One (1) personal/family leave day equals 12-hours; a full 24-hour shift equals two (2) personal/family leave days.

One (1) statutory holiday (lieu day) equals 12-hours; a full 24-hour shift equals two (2) statutory holidays (lieu days).

One (1) day of suspension equals 12-hours; a full 24-hour shift equals two (2) suspension days.

One (1) banked/lieu day equals 12-hours; a full 24-hour shift equals two (2) banked/lieu days.

One (1) day of Association leave equals 12-hours; a full 24-hour shift equals two (2) Association days.

- d) The Director of Fire Prevention, Fire Inspector and Director of Training shall be required to work a 40-hour week. Any additional hours worked will be paid back at one and a half (1½) hours for every hour worked. Time back will be taken on the approval of the Fire Chief.

4.02 The Chief or Deputy Chief may, in their absolute discretion, grant the request of any two employees to change shift or days off. This approval will not be withheld if the employees are of equal rank or classification. These conditions would not be applicable to Association Executive changes for carrying out their duties. **Firefighters on their first year of probation can only switch shifts with a firefighter who is also serving their first year of probation. After completion of the (1) one-year probationary period, the Firefighter is then able to switch with other Firefighters but cannot switch with the Captain classification.**

4.03 **Fire Prevention, Director of Training, and Administration staff shall work a regular schedule, which will generally be in the day shift between Monday to Friday 08:00 to 16:00 hours, to an average of not more than forty (40) hours per week. This schedule may be adjusted from time to time with management approval to accommodate the members' needs. These adjustments will not be unreasonably denied and will not impede operational requirements. The approved adjustments to the regular schedule shall not incur overtime rates or any other monetary penalties.**

Article Five – Vacations

Articles 5.01 to 5.10 set out vacation provisions for **Suppression Staff only.**

5.01 Fire Department Employees with less than eight (8) years' service shall be entitled to **twelve (12)** days annual vacation in each calendar year, with full salary. Such vacations **shall** conform with the provisions of **Article 5.06.**

- 5.02
 - a) Fire Department employees, upon completion of eight (8) years service, shall be entitled to **twenty (20)** days annual vacation in each calendar year, with full salary. Such vacations to conform with the provisions of **Article 5.06.**
 - b) **Employees in their first year of eligibility for eight (8) year holidays will be entitled to use those holidays after their anniversary date of that calendar year. If there are no slots left, then the employee will be paid**

out for the number of days remaining in their holiday allotment for that calendar year. This must be paid out by the end of that calendar year.

5.03 Fire Department employees in their first (1st) year of service shall be entitled to one (1) **vacation** day per month after six months of service.

5.04 In lieu of Statutory Holidays employees shall be entitled to **thirteen (13)** working **days** off. **Eight (8)** working **days** are to be consecutive days off **duty** and taken **as holidays. Such vacations shall conform with the provisions of Article 5.06.** The remaining five (5) days shall be paid for on the first pay period in May of each year or banked into the employee's sick bank. The choice shall be at the discretion of the employee. **The rate of pay for Lieu days shall be calculated at 1/182 of the classification rate of the employee. Lieu Days Pay Calculation = (Wage + Retention Pay ÷ 182) × 5**

The following are the recognized Statutory Holidays - New Year's Day, **Family Day**, Good Friday, Easter Sunday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, ½ Day Christmas Eve Day, Christmas Day and Boxing Day, and ½ Day New Years Eve Day.

The days to be paid for are as follows: New Years Day, **Family Day**, Good Friday, Easter Sunday, **and** Victoria Day.

5.05 Employees in their first (1st) year of service shall be entitled to one (1) day off for each Statutory Holiday **after their date of hire.**

Vacation Selection Guidelines for 24-hour shift:

5.06 There will be one (1) vacation schedule per Platoon that will address Lieu Days, Annual Holidays and 8-Year Holidays.

No more than two (2) employees per Platoon shall be granted vacation or time owing at one time.

Definitions:

Credit: One (1) 24-hour shift (two (2) vacation days).

Block: A work week Monday through Sunday.

Lieu Days: Credits earned in lieu of statutory holidays.

Time Owing: Management approved time off based upon previously earned overtime. Time owing requests will not be approved if it results in creating overtime. Time owing requests will be approved based on Platoon availability.

Annual Holiday: Credits for annual vacation earned after one (1) year of service.

8-Year Holiday: Credits for annual vacation earned after eight (8) years of service.

Basic Schedule:

Each calendar week will be defined as a block. Vacation selections in rounds one through seven must be taken as an entire block. In the event an employee selects a block where only one vacation credit is used, that employee shall only be charged with one (1) vacation credit. As a result of picking block four (4) an employee may be left with an odd number of credits. If an employee has only one credit left it may be used in any open vacation slot in rounds three (3) through seven (7).

N/A	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Block One	Monday			Thursday			
Block Two					Friday		Sunday
Block Three			Wednesday			Saturday	
Block Four		Tuesday					

Entitlement:

Entitlement for earning credits will remain the same as currently outlined in the collective agreement. In general, the following credits will be earned as applicable.

Lieu Day Credits: 4 credits per year.

Annual Holiday Credits: 6 credits per year.

8-Year Holiday Credits: 4 additional credits per year.

Credits must be used as a whole and may not be split up into a division of a 24-hour shift.

Selection Process:

Round One: Based on the Annual Colour rotation an employee will pick up to a maximum of three (3) consecutive blocks. Vacation selection for this round may be made for the weeks of on or around January 1st to September 15th. No one shall pick a vacation block after September 15th through December 31st in the first round. Picks in round one must be made no later than November 15th of the previous year.

Round Two: Picked in order of Platoon seniority, an employee will pick up to a maximum of two (2) consecutive blocks. Vacation selection for this round may be made for any available block from on or about January 1st

through December 31st. Pick in round two must be made no later than December 15th of the previous year.

Round Three: Picked in order of Platoon seniority, an employee will pick up to a maximum of two (2) consecutive blocks. Vacation selection for this round may be made for any available block from on or about January 1st through December 31st. Picks in this round must be made no later than January 15th of the current year.

Round Four – Seven: Picked in order of Platoon seniority, an employee will pick up to a maximum of two (2) consecutive blocks. Vacation selection for this round may be made for any available block from on or about January 1st through December 31st of the current year. Picks in these rounds must be made no later than March 1st of the current year.

In the event an employee has leftover vacation credits or submits a time owing request after March 1st of the current year, they may take them on a first come first serve basis, but all vacation credits must be accounted for no later than September 1st of the current year. An employee may not carry over unused vacation credits to the following year.

5.07 The schedule for the rotating Annual **shall be as follows:**

Colour Rotation Schedule – Annual Holidays

Year	1	2	3	4	5	6
2023/2029	Green Blue	White Gold	Orange Grey	Black Brown	Yellow Purple	Mauve Red
2024/2030	Red Mauve	Purple Yellow	Blue Green	Gold White	Grey Orange	Brown Black
2025/2031	Black Brown	Orange Grey	Mauve Red	Yellow Purple	Green Blue	White Gold
2026/2032	Gold White	Blue Green	Brown Black	Grey Orange	Red Mauve	Purple Yellow
2027/2033	Yellow Purple	Mauve Red	White Gold	Green Blue	Black Brown	Orange Grey
2028/2034	Grey Orange	Brown Black	Purple Yellow	Red Mauve	Gold White	Blue Green

Sequence: 1 – 3 – 5 – 2 – 4 – 6 *Top colour picks first

5.08 A Fire Fighter being transferred from one **Platoon** to another, whether for exchange or replacement of a Fire Fighter who has terminated their services, shall be given at least 30 days' notice and shall take the colour of the employee that they have replaced to facilitate the operation of the Rotating Annual **Vacation** schedule.

5.09 If **an** additional holiday, or holidays are proclaimed by the Corporation the additional holiday, or holidays shall be given to the employees of the Stratford Fire Department and are to be taken **or paid out effective the year the new holiday is instituted**, at the discretion of the Fire Chief.

5.10 The Schedule for all **vacation** periods shall be posted by the 1st day of November in each year.

Any employee who does not sign by the specified dates as outlined in **Article 5.06 selection process**, the next **eligible** person shall sign in their place either by seniority or colour, as applicable.

Vacations – Fire Administrators:

5.11 a) Fire Administrators after 1 year of service shall be entitled to **15** days annual vacation in each calendar year with full salary.

Fire Administrators will be entitled to thirteen (13) statutory holidays annually.

The statutory holidays are as follows: New Year's Day, Family Day, Good Friday, Easter Sunday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, ½ Day Christmas Eve Day, Christmas Day, Boxing Day, and ½ Day New Years Eve Day.

b) Fire Administrators with eight (8) or more years' service shall be entitled to an additional **10 days'** vacation.

c) Fire Administrators in their first year of service shall be entitled to one (1) day per month vacation after completion of six (6) months service.

Vacations: Director of Fire Prevention, Fire Inspectors & Director of Training

5.12 a) The Fire Prevention and Training Personnel will be entitled to the following annual vacation in each calendar year with full salary:

0 – 4 years	= 2 weeks
5 – 11 years	= 3 weeks
12 – 17 years	= 4 weeks
18 – 23 years	= 5 weeks
over 23 years	= 6 weeks

b) The Fire Prevention and Training Personnel will be entitled to **thirteen (13)** statutory holidays annually.

The statutory holidays are as follows: New Year's Day, **Family Day**, Good Friday, Easter Sunday, Victoria Day, Canada Day, Civic Holiday, Labour Day,

Thanksgiving Day, Remembrance Day, ½ Day Christmas Eve Day, Christmas Day, Boxing Day, and ½ Day New Years Eve Day.

Article Six – Injury, Accident and Sickness

- 6.01 Employees off duty as a result of an injury, accident or occupational illness incurred in the performance of their duties shall be provided with free hospitalization and medical care, and a full salary during such period off duty.
- 6.02 Each employee after completion of three months' probation shall be entitled to one and one-half (1½) days per month accumulative sick leave and shall be eligible to receive full salary for any time lost by illness to the full extent of such pay credits available to the employee at the time of such absence.
- 6.03 There shall be no limitations on the amount of sick leave that may be accumulated.
- 6.04 Employees shall report their illness to the on-duty Officer in charge **immediately at the onset of illness** before the days on duty starting time.
- 6.05 Statutory and special holidays, and regular days off from employment, in accordance with any established plan for the Fire Department, shall not form part of any illness period or be chargeable against the accumulated sick leave.
- 6.06 No employee shall have time off charged against **their** accumulative sick leave if such time off is the result of a compensable injury.
- 6.07 The Fire Chief shall be satisfied that any employee is actually sick. On a doctor's order or certificate, provided within seven (7) days, an employee may remain off duty and this in no way shall entail said employee to provide another employee to work in their place. In the event of being hospitalized, this shall constitute the doctor's certificate.
- 6.08 a) The employee, on returning to duty after three (3) sick duty days, shall produce to the Fire Chief a Doctor's certificate allowing return to full active duty. A Doctor's certificate may be required at the discretion of the Chief or Deputy for any period up to three (3) sick duty days. Doctor's certificates required by management for periods of one to three days will be paid for by the Corporation.
- b) If an employee receives wage-loss benefits as awarded by the WSIB, from an injury that occurred while not working for the Corporation, that amount will be deducted from the employee's wages received from the Corporation.
- 6.09 **The Fire Chief, the Human Resources Director, and the Executive of the Association** will review the case of an employee persistently claiming sick leave.

They shall create factual reports and **make recommendations** in respect to each case.

- 6.10 In February of each year, the employee shall receive an accounting of sick leave credits as of December 31st of the previous year.

Article Seven – Salaries

- 7.01 The following shall be the scale of annual salaries paid to the Fire Department employees from **January 1, 2023 – December 31, 2026**

Classification	% of first class	1-Jan-23 3%	1-JaN-24 3%	1-JAN-25 3%	1-Jan-26 3%
Senior Captain	122	\$133,956.07	\$137,974.76	\$142,114.00	\$146,377.42
Director of Fire Prevention	120	\$131,760.07	\$135,712.87	\$139,784.26	\$143,977.79
Director of Training & Education	120	\$131,760.07	\$135,712.87	\$139,784.26	\$143,977.79
Fire Inspector – 2nd Year	115	\$126,270.07	\$130,058.17	\$133,959.92	\$137,978.71
Fire Inspector – 1st Year	110	\$120,780.07	\$124,403.47	\$128,135.57	\$131,979.64
Captain	116	\$127,368.07	\$131,189.11	\$135,124.79	\$139,178.53
Firefighter – 1st Class	100	\$109,800.06	\$113,094.06	\$116,486.88	\$119,981.49
Firefighter – 2nd Class	90	\$98,820.05	\$101,784.66	\$104,838.20	\$107,983.34
Firefighter – 3rd Class	80	\$87,840.05	\$90,475.25	\$93,189.51	\$95,985.19
Firefighter – Probationer After 6 Months	65	\$71,370.04	\$73,511.14	\$75,716.47	\$77,987.97
Firefighter – Probationer First 6 Months	60	\$65,880.04	\$67,856.44	\$69,892.13	\$71,988.89
Fire Administrator – 5th Year	75	\$82,350.05	\$84,820.55	\$87,365.16	\$89,986.12
Fire Administrator – 4th Year	70	\$76,860.04	\$79,165.84	\$81,540.82	\$83,987.04
Fire Administrator – 3rd Year	65	\$71,370.04	\$73,511.14	\$75,716.47	\$77,987.97
Fire Administrator – 2nd Year	60	\$65,880.04	\$67,856.14	\$69,892.13	\$71,988.89
Fire Administrator – 1st Year Probation	55	\$60,390.03	\$62,201.73	\$64,067.79	\$65,989.82

If necessary, an adjustment will be made effective December 31, 2003 and on December 31, 2004 to bring the rate of a 1st Class Fire Fighter to within \$400 of the current rate of a Stratford 1st Class Police Officer. All other rates on the wage grid are to be adjusted accordingly.

7.02 All advancements from probationary through to First Class will be dependent upon the employee passing a required examination prior to being advanced to the next higher classification. A passing mark of seventy-five percent (75%) must be attained in the aggregate of the three examinations, i.e., written, oral, and practical, to qualify for reclassification as referred to in 7.03. The Director of Training shall be responsible for the setting of the examinations as referred to in Schedule F.

7.03 Increments sufficient to advance probationers to Third Class Fire Fighters shall be paid as Third Class Fire Fighters after completing 12 months' probation period.

Increments sufficient to advance Third Class Fire Fighter to Second Class Fire Fighter shall be paid as Second Class Fire Fighter on the completion of two years' service.

Increments sufficient to advance Second Class Fire Fighter to First Class Fire Fighter shall be paid as First Class Fire Fighter on the completion of three years' service.

7.04 The following are the requisites for writing reclassification examinations:

Prior to advancement from one classification to another as referred to above, the training division or Deputy Chief will advise the employee seeking reclassification as to the precise **study** material involved in each classification examination, 30 days prior to examination.

- 1) Exams written first time as per schedule. If failure is the result, the candidate writes again within 30 days.
- 2) If after writing the second time and the candidate fails again, a special meeting will be arranged with the candidate, their shift officer, and the Director of Training. They should discuss employee's difficulties and outline a training schedule to cover **their** weak areas in order to properly prepare them for another attempt at this exam. At this time, the candidate will be scheduled to write within a six-month period. The actual length of special study time would vary depending on the individual and the actual exam date would be agreed upon at this meeting by all 3 employees present.
- 3) If the exam is failed a third time the employee would meet again with their shift officer, the Director of Training, Association President or their designate, Chief and or Deputy Chief and the employee's career would be evaluated.

Should the said evaluation determine that the individual is not suitable to continue as an employee of the Fire Department, efforts will be made to place such individual

in suitable employment elsewhere with the Employer. Failing placement as set out above, the individual's employment shall be terminated.

7.05 Any Fire Fighter or Officer performing the duty of a higher rank shall receive Acting rank pay and payment shall be made for every full shift or part shift acted. The calculation for pay shall be 1/182 of the classification differential of the position filled. **Acting rank pay calculated for the period of January – December of any calendar year shall be paid by the end of January of the following year.**

7.06 a) There shall be on duty at all times, a minimum of one (1) **Senior** Captain and one (1) **Captain** at Station No. 1 and one (1) **Captain** at Station No. 2 **and in the event of holidays or sickness**, a Fire Fighter acting in such capacity, **refer to Article 8.08.**

7.07 a) Call-Back Staffing: When called back to maintain **eight** employees per shift, whoever takes the **Platoon** from **eight to seven (including** acting ranks) i.e., **Senior Captain for Senior Captain**, Captain for Captain, Fire Fighter for Fire Fighter shall be called. An employee called back shall be credited with one and one-half (1½) hours per hours worked.

For the call-back staffing procedure refer to the Suppression Division Call-Back Operating Procedure Letter of Understanding (LOU).

b) There shall be a minimum of **40** Fire Fighters in Fire Suppression in order to maintain **a minimum of 8** Fire Fighters **per platoon on duty.**

c) Call back time worked at **one and one-half** hours per call-back may be banked and taken as time in lieu providing it does not create overtime when taken. Time off will be granted on a first-come, first-served basis. If requested, pay-out of the banked call-back hours will occur on the last pay of the following month or on the first pay in December of each year.

d) Effective November 1, 2005, if called back for a second alarm all employees called or paged shall be credited with a minimum 3-hour call-back at 1½ times per hour and hour for hour for every hour thereafter. Any Fire Fighter reporting to either station after receiving a page or phone call will receive the minimum payment even if the second alarm is called off.

e) **The parties agree that in the event of an emergency callback there shall be no predetermined amount of time an employee must be off before returning to duty; this clause shall supersede 4.01 (b). Employees returning to duty for an emergency callback must be fit to perform any suppression duties assigned in a safe and effective manner.**

- 7.08 Service Recognition Pay will be implemented on the following dates. Effective January 1, 2007, 3/4/5. Effective January 1, 2008, 3/6/9. As is customary, the rates shall apply upon the completion of 8 years, 17 years, and 23 years. Recognition pay shall form part of the base pay and shall be paid to all bargaining unit members on their anniversary dates in respect of all forms of pay for all purposes including pensionable earnings, save and except for sick leave pay.
- 7.09 Employees requested by the Fire Chief/Deputy Chief to attend a course or event off site shall receive reimbursement for any associated expenses in accordance with the City of Stratford Travel and Expense for City Employees Policy -T.2.2.**
- 7.10 The Corporation shall pay a member who is required to attend Court as a witness on off-duty time in matters relating to **their** duties at the rate of one and one-half (1½) times the hourly rate for the regular rank held by the member. The hourly rate shall be calculated by dividing the regular annual hours worked (2184) into the annual wage for the regular rank held by the member under Article 7.01. A minimum of three hours will be paid for each daily Court appearance. A full day attending Court shall be eight hours. Witness fees shall be turned over to the Corporation of the City of Stratford.

Article Eight – Promotions and Seniority

- 8.01 All promotions in the department are to be made by the Chief and Deputy Chief and will be based on the following:
- a) Length Of Service: Any person in line for promotion to Officer, Fire Prevention or Training must have a minimum of five (5) years of service as a First Class Fire Fighter. Upon promotion, there will be a **four (4)** month probationary period.
 - b) **Captain:** All applicants for the rank of **Captain** will be deemed eligible upon successful completion and certification of NFPA 1021 Fire Officer Level 1 and NFPA 1041 Fire Instructor 1.

All candidates attaining the qualifying grade will comprise the qualified list of applicants listed in order of seniority for promotion.
 - c) **Senior Captain:** All applicants for the rank of **Senior** Captain must have held the position of **Captain** for at least one (1) year, successfully complete and be certified NFPA 1021 Fire Officer Level 2, and acquire a qualifying grade of 75% of departmental examinations based on quantitative marks outlined in 8.01(g), (1),(2) and (3).

All candidates attaining the qualifying grade will comprise the qualified list of applicants listed in order of seniority for promotion.

- d) Fire Inspector: All applicants for the rank of Fire Inspector must be able to speak to an audience and be willing to teach. All applicants for the rank of Fire Inspector will be deemed eligible upon successful completion and certification of NFPA 1021 Fire Officer Level 1 and NFPA 1041 Fire Service Instructor 1 (It is noted that the Fire Protection Technology Course would be acceptable). In addition, upon promotion, the new Fire Inspector will register in the Fire Prevention Officer Program at the Fire College and successfully pass. When a second posting is required to fill the position, that successful applicant will be required to attend and pass the Fire Prevention courses as per the first appointee. The applicant shall comply with 8.01(a).
- e) Director Of Fire Prevention: All applicants for the rank of Director of Fire Prevention will be deemed eligible upon successful completion and certification of NFPA 1021 Fire Officer Level 2 (It is noted that the Fire Protection Technology Course would be acceptable). All applicants for Director of Fire Prevention must be able to speak to an audience and be willing to teach. In addition, upon promotion, if not already having done so, the new Director of Fire Prevention shall register in the Fire Prevention Officer Program at the Ontario Fire College and take Fire Inspection Courses and successfully pass. When a second posting is required to fill that position, that successful applicant will be required to attend and pass Fire Prevention courses as per the first appointee. A Fire Inspector has the first priority to the Director of Fire Prevention position and must state in writing his/her intentions after posting for the position.
- f) Director of Training: All applicants for the Director of Training must be able to speak to an audience and be willing to teach. All applicants for the rank of Director of Training will be deemed eligible upon successful completion and certification of NFPA 1021 Fire Officer Level 2. Applicants must have held the position of **Captain** for at least one year. When a second posting is required to fill the position, that successful applicant shall be required to comply with 8.01 (a) and attend any courses as required by the Fire Chief and successfully pass.
- g) Marking System:
- (1) Efficiency and Ability - 20%: Work around the fire hall and on calls to be worth 20% and to be arrived at by the Chief after consulting with the **shift Senior Captain**.
 - (2) Oral:- 15% - 10% to be based on fire fighting knowledge
- 5% to be based on general knowledge.
 - (3) Written Examination - 65%: Examination questions may be prepared in the form of multiple choice, true/false, yes/no, check mark and/or full report or statement on a given situation.

- h) Examination Questions: All examination questions be compiled by the Deputy Chief or Director of Training will reflect working conditions of the Stratford Fire Department **and the Corporation's directions, including but not limited to Standard Operating Guidelines (SOGs), Notices and Orders, rules and procedures.** All written and oral examination questions **shall be created from the precise material involved in each classification examination, provided to each candidate in writing at least 30 days prior to the examination,** and shall be the same for each candidate **writing at that time, for that particular exam.**
- i) Examination Review: Each candidate will be given the opportunity to review their written examination and concur on the grading before the posting of the Qualified List.
- j) Qualified List: Qualifying examinations for **Senior** Captains will be held during the month of November every two (2) years starting in 1987 or may be changed upon mutual agreement of the Chief and the Association. All candidates who attained the qualifying grade in 8.01(g) will comprise the qualified list with the applicants listed in seniority for promotion and shall remain on the list until promoted or retired provided the individual is capable of being actively at work to perform the duties of the position at the time of promotion.
- k) An employee transferring from Fire Suppression to the Fire Prevention or Training Division will be placed on a **four (4)** month probationary period, during which time, if unable to perform satisfactorily or desires to transfer back to his/her former position, the employee or the Fire Chief shall notify the other in writing at least thirty (30) days prior to completion of the probationary period in the new position. This employee shall replace the last employee who has been promoted from the qualified list. No one will lose their position on the qualified list as long as the list is valid.
- l) After the probationary period of **four (4)** months, an employee who elects to make a transfer back to their original rank, shall do so when the first position becomes available. This employee takes precedence over the qualified list in this instance only. The employee shall notify the Fire Chief of his/her intentions in writing.
- m) An employee may write the qualifying exam for promotion while employed in the Fire Prevention or Training Division and be considered eligible according to (j) (qualified lists). An employee will not be eligible for acting duties in the Fire Suppression Division while holding the position of Director of Fire Prevention, Fire Inspector or Director of Training.

- 8.02 In determining who should receive promotion, it is agreed that every Fire Fighter, who may be eligible, shall have had equal opportunity of learning the duties involved in promotion to such higher rank. The Corporation will endeavor to ensure that all employees in their respective division shall have the same opportunity of training.
- 8.03 Such changes in respect to Clause (8.01) as may be recommended and mutually agreed upon by the Corporation and the Association, shall constitute a part of this Agreement and incorporated therein.
- 8.04 In determining an employee's length of service for seniority purposes, computation shall begin on the date an employee commences work. Former employees re-entering the service after the continuity of service has been broken by resignation or dismissal shall be considered new employees and seniority shall start as of the date they re-enter the service.
- 8.05 The Corporation will provide the Association with a seniority list, prior to January 15th, of each year in the same format as currently provided.
- 8.06 The demotion, lay-off, and transfer of all employees in the Fire Fighting Division shall be based on seniority of the employee affected, on a last on first off basis.
- 8.07 In case of lay-off, a Fire Administrator shall be laid off before the Fire Fighting Division based on the seniority of the employee affected on a last-on, first-off basis.
- 8.08 a) When the position of acting rank for **Captain** becomes open, it will be filled by those Fire Fighters on the group affected, whose names appear on the qualified list of **Captains**, in order of seniority. If no Fire Fighter is qualified, any Fire Fighter working on a shift trade whose name appears on the qualified list of Captains will act in order of seniority. If this is not possible the Captain **call-back** procedures will be put into place. **If this position remains vacant, the most senior Fire Fighter shall act.**
- b) When a position of **Senior** Captain becomes available, it will be filled by those **Captains on the group affected, whose names appear on the qualified list of Senior Captains, in order of seniority. If no Captain on the affected group is qualified, Captains from other groups filling in on that shift (i.e., due to shift change or backfilling on overtime), who are on the qualified list of Senior Captains, shall act in order of seniority. If this is not possible, the Senior Captain call-back procedure will be put into place. If this position remains vacant, the most senior Fire Fighter shall act.**

Article Nine - Uniforms

9.01 Each Association Member shall be supplied by the Corporation at the expense of the Corporation the following:

- a) The Department will supply a complete set of uniform clothing for a new employee. A point system is to be implemented on an annual basis. All employees shall receive 353 points annually **(400 points annually effective January 1, 2022)** for the purpose of exchanging such points for items of uniform and fatigue clothing on a 1 point per 1 dollar cost of item basis. Dollar amounts will be rounded off to the nearest dollar (0.01 – 0.50 cents will round down, 0.51 – 0.99 cents will round up).
- b) The point system will run between 01 Jan – 31 December of each year. On 01 January of each year each member will receive their 353 points **(400 points effective January 1, 2022)**.
- c) If a new employee is hired within six (6) months of 01 January of the next year, that employee will only receive **200** points to carry them through until 01 January of the following year. Maximum of eighteen (18) months.
- d) A new employee shall receive the following at no charge:

Item

- 1 x Dress Shoes
- 1 x Tunic
- 1 x Dress Pant
- 1 x Sweater (pull over or zip-up)
- 2 x Duty Pants
- 4 x T-Shirts
- 1 x L/S White Shirt
- 2 x L/S Blue Shirt
- 2 x S/S Blue Shirt
- 1 x 4-Season Jacket
- 1 x Leather Gloves
- 1 x Tie
- 1 x Dress Uniform Cap
- 1 x Ball Cap
- 1 x Dress Uniform Skirt **(optional)**
- 1 x Quarter Zip Sweatshirt
- 1 x Toque
- 1 x Duffle Bag (Suppression Staff Only)
- 2 x Badges

2 x Epaulette Slip-ons
1 x Black Safety Footwear (Suppression Staff Only)
1x Service Uniform Belt

- e) The point system will operate on a three (3) year rotating cycle. Employees will be allowed to carry over unused points for a period of three (3) years. In the fourth year, any unused points from the 1st year of the cycle will be deducted from the employee's total points and the rotating cycle will commence for another three (3) year period.
- f) Uniform orders will take place semi-annually. First order in January and second order in July of each year.
- g) The sharing of points is strictly prohibited.
- h) Such uniforms and equipment shall be deemed the property of the City and upon the resignation of an Association member shall be turned over to the City. All above clothing to be Union made or by another manufacturer if comparable by quality and price and agreed upon by the City and the Union.
- i) In the year of retirement, a retiring Association member shall not receive a clothing issue.
- j) In the event the cost of a uniform item changes by a significant amount, a review of the clothing item in question will be conducted by the Association and Management to determine if the item can be purchased through another distributor at a better price of a similar style and quality. Any additions/subtractions to the list of available clothing must be upon mutual agreement of the Corporation and Association.
- k) The point system cannot be changed unless mutually agreed upon by the Corporation and Association during a new contract negotiation.

Article Ten - Benefits, Pension, and Insurance

- 10.01 Each employee shall be entitled to the benefits and privileges of the Ontario Municipal Employees Retirement System (OMERS), as outlined in the OMERS Act and Regulations.
- 10.02 All Suppression Fire Fighters, **Captains, Senior Captains**, Fire Inspectors, Director of Fire Prevention and Director of Training now in the employment of the Department or that may hereafter be appointed, shall be retired on the last day of

the month such member attains age 60. Fire Administrators shall be excluded from this clause.

10.03 The Corporation shall pay 100% of the cost of a Group Life Insurance Plan, provided the insurance for which the Corporation shall be responsible in this clause shall be 2 times the salary to the highest \$1,000.00 with no upper limit, and a No-Deductible Drug Plan. The Corporation will provide Dependent Life Insurance for spouse and eligible dependents in the amount of \$2,000/\$1,000 respectively until the member attains age 65. Effective October 1, 2002 the Corporation will provide Dependent Life Insurance for spouse and eligible dependents in the amount of \$5,000/\$2,000 respectively until the member attains age 65. In the event of a line of duty death, two times salary in addition to the standard two times salary, to the nearest \$1,000.00 effective January 1, 2012.

10.04 In the event the regulations governing integration of Canada Pension Plan and O.M.E.R.S. is rescinded, this clause shall become a matter of negotiations.

10.05 The Corporation agrees to provide an OMERS Type 3 Supplementary pension benefit in accordance with the OMERS Act and Regulations. An OMERS Type 3 Supplementary Agreement may eliminate all or part of the reduction factor for a member, fifty (50) years of age or older, who mutually agrees with the Corporation to retire because of a permanent partial disability.

10.06 The Corporation shall provide for Dental Plan Insurance which provides coverage for basic dental services, major dental services and orthodontic services as more particularly described in the Benefits Booklet. The dental plan insurance premium is to be paid 100% by the Corporation and will provide benefits based on the ODA fee schedule for the preceding year, updated annually.

Effective January 1, 2023, the benefit booklet will be amended to provide orthodontic coverage in the amount of \$2,800/lifetime for both members and dependents.

Effective January 1, 2024, the benefit booklet will be amended to provide orthodontic coverage in the amount of \$2,900/lifetime for both members and dependents.

Effective January 1, 2026, the benefit booklet will be amended to provide orthodontic coverage in the amount of \$3,000/lifetime for both members and dependents.

10.07 Effective **January 1, 2023**, the Corporation agrees to pay for eye exams every twenty-four (24) months for employees and their dependents. In addition, the Corporation agrees to pay up to **\$500** every two years for eyeglasses/contact lenses with coverage extended to include employees and their eligible dependents. This

amount may also be applied one time to the cost of Laser Eye Surgery for the purpose of vision correction.

Effective **January 1, 2024**, the Corporation agrees to pay for eye exams every twenty-four (24) months for employees and their dependents. In addition, the Corporation agrees to pay up to **\$550** every two years for eyeglasses/contact lenses with coverage extended to include employees and their eligible dependents. This amount may also be applied one time to the cost of Laser Eye Surgery for the purpose of vision correction.

Effective **January 1, 2026**, the Corporation agrees to pay for eye exams every twenty-four (24) months for employees and their dependents. In addition, the Corporation agrees to pay up to **\$600** every two years for eyeglasses/contact lenses with coverage extended to include employees and their eligible dependents. This amount may also be applied one time to the cost of Laser Eye Surgery for the purpose of vision correction.

- 10.08 There shall be in effect a medical and extended health benefits plan whereby the Corporation shall pay 100% of the cost of the plan or plans, which have been mutually agreed upon by the Corporation and the Association. The Corporation shall pay 100% of the cost of the drug plan, effective January 1, 2012, and payment shall be made at the time a prescription is filled, subject only to a \$1.00 deductible fee per prescription. **The drug plan covers mandatory generic substitution, unless no generic drugs are available, or the physician directs that a generic substitute is not allowed by writing "no substitution" on the prescription.** The Corporation agrees to provide semi-private or private hospital accommodation, as available, for employees and their families when required.

The benefit plan booklet will be amended to include chiropractic insurance coverage, effective **January 1, 2023**, in the amount of **\$750** per person per calendar year.

The benefit plan booklet will be amended to include chiropractic insurance coverage, effective **January 1, 2026**, in the amount of **\$800** per person per calendar year.

The benefit plan booklet will be amended to include massage therapy insurance coverage, effective **January 1, 2023**, in the amount of **\$750** per person per calendar year.

The benefit plan booklet will be amended to include massage therapy insurance coverage, effective **January 1, 2024**, in the amount of **\$800** per person per calendar year.

The benefit plan booklet will be amended to include massage therapy insurance coverage, effective **January 1, 2026**, in the amount of **\$900** per person per calendar year.

The benefit plan booklet will be amended to include hearing aid coverage, effective July 15, 2021, the amount up to \$500 per person in any 4 consecutive calendar years.

Effective **January 1, 2024**, the benefit plan booklet will be amended to include coverage for services provided by mental health professionals in the amount of up to **\$2,000** per person per calendar year for members and dependents.

Effective **January 1, 2025**, the benefit plan booklet will be amended to include coverage for services provided by all mental health professionals in the amount of up to **\$2,250** per person per calendar year for members and dependents.

Effective **January 1, 2026**, the benefit plan booklet will be amended to include coverage for services provided by all mental health professionals in the amount of up to **\$2,500** per person per calendar year for members and dependents.

- 10.09 The present contributory Hospitalization and Medical Plans shall remain in effect unless such changes are mutually agreed upon and meets with approval of the membership of the Association. There shall be no loss of benefits should the Corporation decide to change benefit carriers.
- 10.10 Commencing January 1, 1980, the Corporation shall pay 100% O.H.I.P. premiums to retired members of the Fire Department to the age of 65 years.
- 10.11 The Corporation shall pay 100% premiums of Major Medical Extended Health, Drug Plan, Dental Plan for retired members and eligible dependents to the member's aged 65, and if the spouse is younger than the member, coverage will continue for that spouse for a maximum period of two years or to the spouse's age of 65, whichever comes first.
- Effective January 1, 2019, this benefit will be extended to include optometry for retired members as provided in Article 10.07 of the Collective Agreement.
- 10.12 The Corporation shall pay 100% of the cost of a Group Life Insurance Plan for retired members, provided the insurance for which the Corporation shall be responsible in this clause shall be 2 times the salary to the highest \$1,000.00 with no upper limit. Effective October 1, 2002, the Corporation shall pay 100% premiums of Group Life Insurance for retired members in the amount of \$40,000 from retirement date to age 65 and, thereafter, \$10,000 until death.
- 10.13 The Corporation shall pay 100% of the cost of the Employee Assistance Program for active employees and their eligible dependents.
- 10.14 The Corporation will provide the Association a copy of the master contract and/or policies or any similar document that outlines the complete benefit coverage for employees, as well as any administrative practices and rules/restrictions contained

therein. As updates or changes to the benefit coverage are made, the updated information or endorsements will be made available to the Association Executive members within ten (10) business days.

10.15 To be eligible to receive retiree benefits, employees hired after January 1st, 2017 must have completed a minimum of 10 years of service with the City of Stratford.

10.16 Effective January 1st, 2019, the Corporation will establish a Health Care Spending Account in accordance with the relevant requirements of the Income Tax Act for all eligible Members who retire subsequent to January 1, 2019, subject to the following conditions of eligibility:

- (1) The member must have retired on an unreduced OMERS pension or an OMERS disability pension subsequent to January 1, 2019;**
- (2) The Fire Administrator must have attained fifty-five (55) years of age as of retirement;**
- (3) The Fire Suppression, Director of Training, Director of Fire Prevention, or Fire Inspection member must have attained fifty (50) years of age as of retirement;**
- (4) The retiring or disabled Member must have a minimum of twenty (20) years continuous service with the City of Stratford at the time of the retirement;**
- (5) The retiring Member must at all times meet the eligibility requirements for a Health Care Spending Account (HCSA) required by the Income Tax Act of Canada or established by the Corporation at its sole discretion.**

The HCSA shall provide an annual maximum amount of \$2,000.00 per eligible retired Member commencing on the Member's sixty- fifth (65th) birthday and terminating on the Member's seventy-fifth (75th) birthday.

Notwithstanding, in the year in which the eligible Member attains age 65, this amount shall be prorated using the number of full months remaining in the year subsequent to the Member attaining age 65. In the year in which the eligible Member attains age 75, the \$2,000.00 annual maximum shall also be prorated using the number of months in that year up to the Member attaining age 75 (inclusive of the month in which age 75 is attained.)

The HCSA shall provide an annual maximum amount of \$2,500.00 per eligible retired Member commencing on the Member's sixty-fifth (65th)

birthday and terminating on the Member's seventy-fifth (75th) birthday, effective January 1, 2025.

The HCSA shall provide an annual maximum amount of \$2,750.00 per eligible retired Member commencing on the Member's sixty-fifth (65th) birthday and terminating on the Member's seventy-fifth (75th) birthday, effective January 1, 2026.

- (i) The annual HCSA is not accumulative from year to year.**
- (ii) The HCSA may be used by the eligible Member, or any dependent recognized by Canada Revenue Agency rules, regulations, and definitions.**
- (iii) In the event that an eligible Member dies between age sixty-five (65) and age seventy-five (75), the Member's spouse shall continue to be eligible for the HCSA until the Member would have attained age seventy-five (75) or until the spouse remarries, whichever is earlier, subject to Canada Revenue Agency approval.**
- (iv) The HCSA shall be used only to reimburse eligible retired Members or their eligible dependents for medical or dental expenses that qualify for reimbursement under Canada Revenue Agency ("CRA") rules, regulations, and definitions for allowable deductible medical and dental expenses up to the annual maximum. The parties do not object that the annual maximum also be used by the eligible retired Member to purchase a private health care plan, provided this is permitted by Canada Revenue Agency.**
- (v) All claims under this HCSA must be made within the filing period established by the benefit Carrier to be eligible for reimbursement. There will be no reimbursement for any claims for expenses incurred before January 1, 2019.**
- (vi) In order to receive reimbursement for medical or dental expenses, the retired Member must submit original receipts or certified copies of these receipts. It is further recognized that any such claims are subject to the payment rules established by the Carrier for this benefit.**
- (vii) The parties acknowledge that the provision of this HCSA is contingent on Manulife Financials' agreement to both act and to continue to act as the benefit Carrier for the HCSA. In the event that Manulife Financial will no longer act as this benefit Carrier, the Corporation will arrange for the same or a comparable benefit with a different Carrier.**

10.17 Receipted expenses required for maintaining a Class DZ driver's license will be reimbursed by the City up to a maximum of \$150.

Article Eleven – Arbitration

- 11.01 In the event of any controversy concerning the interpretation or administration of this Agreement, and in the event that a satisfactory adjustment cannot be reached between the parties hereto, the matter in dispute shall be submitted to a Board of Arbitration as prescribed by the current Fire Protection and Prevention Act.

Article Twelve – Strike or Lockout

- 12.01 No strike or lockout shall occur during the life of the Agreement, and the employees shall not participate in any sympathy strike in support of any other organization, in accordance with the constitution of Ontario Professional Fire Fighters Association, which forbids such action.

Article Thirteen – Discrimination

- 13.01 There shall be no discrimination or intimidation against any employee because of the employee's membership in the Association or by virtue of **their** holding office in or performing work on behalf of the Association.
- 13.02 Provisions of this Agreement shall be applied to all employees without discrimination.
- 13.03 The parties to this agreement recognize their respective obligations under the Ontario Human Rights Code and the parties agree that nothing in this Collective Agreement shall be interpreted or applied in a way which impairs the ability of the parties to satisfy their obligations which exist under the Code.

Article Fourteen – Leave of Absence

- 14.01 The President or any two executive members of the Association or any members, not exceeding three of any negotiating committee duly elected or appointed, shall be granted such leave of absence as may be necessary for the proper performance of the duties of their respective office insofar as regular operations of the service of the Fire Department will permit, at the discretion of the Fire Chief.
- 14.02 Any delegates, who may from time to time be duly authorized and designated by the employees to attend conventions, health and safety meetings or seminars shall be allowed such time off as may actually be required for attendance, not to exceed in total, twelve (12) days in any calendar year, and subject to the discretion of the

Fire Chief insofar as the regular operations of the service of the Fire Department will permit. The cost of registration, mileage and any relevant expenses while a member is acting on behalf of the Association shall be covered by the Association.

14.03 Any member or members of this Association who may be duly elected to any office in the Parent Bodies, or affiliated bodies of the Association shall be granted such leave of absence as may be necessary for the proper performances of their respective office, insofar as the operation of the Department will permit, and at the discretion of the Fire Chief.

14.04 In the event of death of spouse, common-law spouse, child, common-law child, father, mother, brother, sister, father-in-law, and mother-in-law, of an employee, they shall be granted **four** days leave of absence if on duty with pay to facilitate their bereavement requirements and attend the funeral. The Corporation agrees to **two** days of bereavement for brother-in-law, sister-in-law, grandparents, grandchildren, aunts and uncles.

For the purpose of this clause, the definition of common-law will refer to that used by Canada Revenue Agency.

14.05 Where an employee is called to serve on Jury Duty or is subpoenaed to be present in court as a witness, he/she shall continue to be paid their regular salary for time lost from their regular scheduled work shift provided that any jury or witness fees, less expense allowance paid by the Court, shall be forthwith turned over to the City Treasurer. An employee shall notify the Fire Chief as soon as possible upon receipt of notice from a court.

14.06 Personal and Family Leave: An employee will be granted leave of absence with pay up to a maximum of three (3) working days a year for the purpose of attending to the issues of the employee's family. All such paid leave to be deducted from the employee's accumulated sick leave credits. Requests for leave are to be forwarded to the Chief or Deputy Chief in writing through the officer in charge. All requests must state the relationship for which the leave is required.

14.07 Effective June 15, 2021, Employees are entitled to pregnancy and parental leave in accordance with the provisions of the Employment Standard Act, 2000, R.S.O. c41. and top-up benefits for employees who are in receipt of Employment Insurance pregnancy or parental benefits as follows:

- 1. Eighty (80%) percent of the member's regular weekly earnings for the employment insurance applicable waiting period of one (1) week, and**
- 2. The difference between eighty (80%) percent of the member's regular weekly earnings and the sum of the member's regular gross weekly employment insurance benefits for a maximum period of sixteen (16)**

weeks after completion of the applicable waiting period for pregnancy leave for a total of seventeen (17) weeks, and

- 3. The employee on any of the aforementioned leaves will continue to enjoy all the benefits, insurance coverage, pension contributions, sick leave accrual, seniority accumulation, and vacation entitlement that they would be entitled to should they not be on leave for the duration of these leaves.**

Article Fifteen – Department Rules

- 15.01 Such departmental rules as may be mutually agreed upon by the parties hereto shall be deemed to constitute a part of this Agreement and shall be observed by all employees. Rules and regulations shall be placed upon the bulletin board as they are issued, and copies attached to the existing rules and regulations. **Employees will also have access to these documents via electronic format at their request.** All new orders are to be in writing and distributed to all Senior Captains, Captains, Fire Prevention, and Training Divisions.

As of January 1, 2017, listed departmental rules (Appendix "A" to BY-LAW NO. 94-83) are to be removed from the Collective Agreement and placed within the department operational guidelines. Any changes to departmental rules must be discussed with the Association and Corporation for mutual agreement **prior to issuing notice to employees.**

Article Sixteen – Union Shop

- 16.01 Present employees and all new employees shall maintain membership in good standing in the Association, and all new employees upon becoming employed by the City of Stratford Fire Department, shall become members of the Stratford Professional Fire Fighters' Association within 30 days.
- 16.02 The Corporation shall deduct from the salaries or wages of all employees of the Fire Department, any and all rates, assessments and dues, which may have been or may be levied against members of the Association, and shall transmit all rates, assessments, and dues to the Association at such time or times in each year as shall be mutually agreed upon by the parties hereto.

Article Seventeen – Grievance Procedure

- 17.01 The Association shall appoint a Grievance Committee hereinafter referred to as "the Grievance Committee," to be composed of one executive member and three members who shall be employees of the Corporation coming within the Association, and shall give the Corporation written notice of the appointment of each such

member and any change in the personnel of the Grievance Committee which may take place from time to time as soon as it is made; and the Association shall file annually with the Corporation the names of all members of the Grievance Committee at that time.

17.02 Grievance Procedure to provide that a difference arising between the parties hereto relating to the interpretation, application or administration of this agreement, or where a question arises as to whether a matter is arbitrable, or where an allegation is made that the agreement has been violated or that the suspension, discharge, demotion or discipline of an employee is unreasonable, then such matter, hereinafter referred to as "the grievance," shall be dealt with. The Grievance filed may be an individual or policy grievance.

17.03 Step One:

The employee involved may within four working days after the grievance first arises, take up the grievance with the Grievance Committee who shall give due consideration thereto, and if the Grievance Committee is satisfied that there is just cause for the grievance, the following procedure shall apply, namely:

Step Two:

The Grievance Committee, may within fifteen working days after the Grievance first arises, file the grievance and redress sought in writing with the Chief and/or Deputy Chief of the Fire Department of the Corporation who shall meet with the Grievance Committee accompanied by the employee involved within **fifteen (15)** working days after the grievance is so filed and who shall render their decision in writing and reasons in respect thereto within **ten (10)** working days of the time of such meeting.

Step Three:

In the event that the Chief of the Fire Department of the Corporation does not provide redress satisfactory to the Grievance Committee, after notifying the Chief of the Fire Department, the Grievance Committee may, within 5 (five) working days after receipt of the aforesaid decision of the Chief, forward a copy of the grievance together with a copy of the said written decision of the Chief, together with the reasons as to why the redress of the Chief was not satisfactory, to the Chief Administrative Officer, **Fire Chief and Director of Human Resources** and/or designate **who** shall meet with the Grievance Committee within **15 (fifteen)** working days after receipt of such copies and advise it in writing of their decision and reasons with respect to the grievance within **ten (10)** working days of the time of such meeting.

Step Four:

In the event that the City's Chief Administrative Officer, **Fire Chief and Director of Human Resources** and/or designate do not provide redress satisfactory to the Association, it may within **10 (ten)** working days after receipt by the Grievance Committee of the aforesaid decision, notify the Corporation in writing of its desire to submit the grievance to arbitration, and such arbitration shall be proceeded with in accordance with the provisions of the Fire Protection and Prevention Act. In this Sub-clause, the words "working days" shall be deemed to exclude Saturday, Sunday, and statutory holidays.

- 17.04 The time limits specified may be extended only upon mutual consent by both parties in writing.
- 17.05 An Arbitrator, considering a claim of unjust suspension, discharge or discipline may deal with such claim by confirming the action taken, by modifying the action taken, by ordering reinstatement with or without pay and seniority, whichever, in their opinion, is just and equitable.
- 17.06 The Arbitrator shall not have any power to add to, subtract from, alter, modify, or amend in any way of this Agreement nor to consider any matter not specifically contained in the Agreement, nor otherwise make any decision inconsistent with this Agreement which express the full and complete understanding of the parties on remuneration, benefits and working conditions.

Article Eighteen – Termination of Service

18.01 Voluntary Termination of Service:

Any Fire Fighter who terminates their service to the Corporation shall be entitled to the following:

a) Pension - to elect an option pertaining to pension contributions as specified in the OMERS Act and Regulations

(b) Sick Leave - to be paid within seven (7) days of termination, for the unused portion of their sick leave, equal to the maximum allowable for such credits under the Ontario Municipal Act, R.S.O. 2001, at the rate effective immediately prior to termination.

(c) Vacation and Statutory Holidays - to observe unused vacation and statutory holidays worked prior to the termination date. They may take these with pay prior to notification of termination as laid down by the conditions of employment clause, which they signed.

18.02 Forced Termination of Service i.e., Discharged for Cause:

Termination of service shall include all conditions as outlined in 18.01, sub-sections (a), (b), and (c).

18.03 Termination due to Injury or Health Reasons:

Termination of service of any Fire Fighter for the aforementioned reasons shall be subject to the provisions of the Disability provisions of OMERS Act, the provisions of the WSIB Act and the entitlements outlined in 18.01, sub-sections (b) and (c).

18.04 Termination due to Death:

On termination by death, the Employee's eligible dependents (as defined in the OMERS rules and regulations) shall be entitled to receive payments of allowances accumulated to the deceased employee as outlined in 18.01, sub-section (a), (b) and (c).

18.05 Normal Termination of Service at Pensionable Age:

Provisions for a Fire Fighter retiring at the age of 60 or earlier shall include all provisions regarding pay and salaries as outlined in 18.01, sub-section (a), (b) and (c).

18.06 The normal retirement date for all present and future Fire Fighters of the Stratford Fire Department, with the exception of the Chief and Deputy Chief, shall be the end of the month when the member attains age 60. The seniority list as agreed to in Article 8.05 shall determine the retirement date.

18.07 All employees shall submit a birth certificate to both the Chief of the Department and to the Secretary of the Association to establish definite proof of age, to calculate normal retirement date in accordance with Section 18.06.

18.08 Any member terminating due to retirement shall give written notice to the Corporation at least 30 days prior to termination.

Article Nineteen – Preservation of Employment Status

19.01 No employee covered by this agreement shall suffer loss of employment within the Fire Department, loss of pay or be demoted or laid off as a result of work customarily performed by employees under this agreement being performed by any person outside of the bargaining unit.

It is further agreed no employee covered by this Agreement shall suffer loss of employment within the Fire Department, loss of pay or be demoted or laid off, as a result of introduction or implementation of technological changes, changes in mechanization or operating methods or organization.

19.02 Except to the extent and to the degree agreed upon by the parties, and except in the case of an emergency, no work customarily performed by an employee covered by this Agreement shall be performed by another employee of the City who is not covered by this Agreement or by a person who is not an employee of the City.

19.03 Indemnification

The employer agrees to indemnify all employees of the Fire Department and save them harmless from any and all damages or claims for damages, injuries or accidents done or caused by them during the performance of their duties, including indemnification for any reasonable legal costs incurred in any civil, criminal or statutory proceedings, excluding damages, claims for damages, injuries, accidents or legal costs incurred as a result of willful and malicious conduct. The onus of establishing that the conduct was willful and malicious shall be borne by the employer. The Association is not covered by the City's Liability Insurance.

Article Twenty – Duration

20.01 This Agreement shall remain in force from the first day of January 20**23** until the 31st day of December 20**26**, and from year to year thereafter; provided however, within a period of (90) days prior to the expiration or anniversary date in any year, either party may, on twenty (20) days' notice in writing, require the other party to enter into negotiations for renewal or revision of the Agreement and any proposed amendment or amendments shall be exchanged at least (7) days prior to the initial meeting, and both parties shall thereupon enter into such negotiations in good faith and make every reasonable effort to consummate a revised or new agreement.

In Witness Whereof the Corporation has hereunto caused its Corporate Seal to be affixed under the hands of its duly authorized officers, and the Association has caused this instrument to be executed by their proper officers hereunto duly authorized, the day and year first above written.

Dated at Stratford, Ontario this 19th day of **December**, 2023

Signed on behalf of the Stratford
Professional Firefighters' Association

Brad McCann

Brad McCann, President

Brett Fairweather

Brett Fairweather

Ingrid Doig

Ingrid Doig

Signed on behalf of the Corporation
of the City of Stratford

Martin Ritsma

Martin Ritsma, Mayor

Joan Thomson

Joan Thomson, Chief Administrative Officer

Tatiana Dafoe

Tatiana Dafoe, City Clerk

Appendix A: Job Descriptions

City of Stratford – Director of Fire Prevention

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Prevention

Duties

- Conduct fire prevention inspections.
- Enforce fire prevention by-laws.
- Assist in establishing and revising emergency fire service plans and programs.
- Deal with young fire setters through home inspections and speaking directly with children involved.
- Investigate cause of fires.
- Examine building plans in cooperation with the Chief Building Official.
- Provide fire prevention lectures and demonstrations.
- Receive, process, and follow up reports of the fire prevention inspections conducted under the Fire Suppression Division.
- Fire Prevention Week (awareness and advertising).
- Attend Utilities Coordinating Committee meetings, regional meetings, conventions, and courses, as directed by the Fire Chief.
- Annual fire prevention program for in-service fire crews.
- Train **fire suppression staff** in fire prevention activities, **when required**.
- Prepare annual report.
- Respond to emergencies and assist under the direction of the Fire Chief.
- Assist Director of Training and Education.
- Performs other related duties as assigned.

Qualifications

- Minimum 5 years' service as 1st Class Firefighter.
- Successful completion and **certification of NFPA 1021 Fire Officer Level 2**.
- Has completed or has the ability to complete NFPA 1031 Fire Inspector I and II.
- Successful completion or ability to complete NFPA 1035 Fire and Life Safety Educator I

Specialized Skills, Abilities, Training, Licenses, Memberships, or Certifications

- Ability to speak to an audience and willingness to teach.

City of Stratford – Director of Training

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Training

Duties

- Establish a fire department training program for all members in accordance with accepted practices and procedures.
- Prepare and conduct examinations for members and for promotions within the department, as required by the Chief of the Department.
- Prepare annual report.
- Train and instruct on all new equipment and on changes to policies and procedures to maintain currency with our changing and evolving environment.
- Responsible for keeping the Training Manual up to date.
- Attend schools or courses as directed by the Chief of the Fire Department.
- Attend regional meetings and conventions.
- Establish a fire and life safety profile for the community.
- Plan, develop and implement community-based educational programs.
- Monitor and evaluate fire and life safety programs.
- Deliver fire and life safety education to industry and in the community.
- Respond to emergencies and assist under the direction of the Fire Chief.
- Assist Director of Fire Prevention.
- Performs other related duties as assigned.

Qualifications

- Minimum 5 years of service as 1st Class Firefighter.
- Minimum 1 year service as a **Captain**.
- Successful completion and certification of NFPA 1021 Fire Officer Level 2.
- Attend and successfully pass, or has the ability to pass, any courses as required by the Fire Chief or Deputy Chief.

Specialized Skills, Abilities, Training, Licenses, Memberships, or Certifications

- Ability to speak to an audience and willingness to teach.

City of Stratford – Senior Captain

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Suppression

Duties

- The Senior Captain is an administrative and supervisory emergency service operational position at Station 1; directs tactical operations at all fires and other emergencies, unless relieved by Chief or Deputy Chief. This position assists superiors in organizing, administering, and directing the operations of the department.

Work Performed

- Direct all operations, including tactical emergency scene operations, responding to fires and other emergencies, unless relieved by Chief or Deputy Chief.
- Responsible for efficient operation of fire stations, equipment, and apparatus, to ensure operational readiness.
- Identify and report deficiencies to the Chief or Deputy Chief.
- Provide advice and recommendations on the operation and maintenance of apparatus, equipment, and facilities.
- Assist in policy formulation and establishing operational guidelines.
- Prepare and maintain required narrative, statistical, administrative, technical, incident, and response reports.
- Provide quality judgement and advice on analysis of comprehensive information in real-time to assist in planning tactical activities.
- Mobilize people and resources, sharing information with clarity and candour, to meet objectives.
- Prepare shift schedules, placement, call-ins, and holidays schedules.
- Support and provide staff development and training in collaboration with the Director of Training.
- Plan, organize, delegate, mentor and supervise Firefighters assigned.
- Prepare employee performance and progress reports.
- Establish and maintain effective working relationships with Firefighters, other staff, and the public.
- Provide leadership and supervision in a variety of planning events, including pre-incident planning.
- Enforce departmental rules, regulations, and Corporate policy.
- Prepare and assist in the planning and implementation of new programs and services.
- Demonstrate continuous improvement efforts to enhance service delivery.
- Demonstrate and promote professionalism; integrate values and ethics in personal behaviour and fire department practices.
- A Senior Captain shall not discipline or recommend any sanction against an employee. When a Senior Captain observes conduct or behaviour that contravenes established rules and regulations or an employee is acting in a manner that is unsafe, they will initially

address the employee to cease the activity and if it persists, they will report it to management to take corrective action.

- Ensure all work is performed in a safe manner.
- Performs other related duties as assigned.

Qualifications

- Must have held the position of **Captain** for at least one (1) year.
- Successfully complete and be certified NFPA 1021 Fire Officer Level 2.

City of Stratford - Captain

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Suppression

Duties

- The Captain is responsible for administrative oversight of the station they are assigned to, assigned Firefighters, equipment, apparatus, and all activities pertaining to the assigned station, as directed by the Senior Captain. The Captain exercises independent judgement and action when in command without the Senior Captain present, at any emergency responses for Platoon Firefighters and apparatus.

Work Performed

- Plan, organize, coordinate, and direct station-specific activities as directed by the Senior Captain.
- Identify and report deficiencies to the Chief or Deputy Chief.
- Respond to all emergencies with apparatus, equipment, and Firefighters as assigned by the Senior Captain.
- Direct and participate in inspection activities for a variety of facilities and buildings, to ensure compliance.
- Prepare incident reports on fires, traffic accidents, emergency medical calls, and other responses, as directed by the Senior Captain.
- Assist with performance evaluations of Firefighters and assess special training needs, as directed by the Senior Captain.
- Coordinate, schedule, and direct equipment and apparatus inspection and maintenance activities, as assigned.
- Manage information and records according to municipal and department records management policies.
- Coordinate, schedule, teach and participate in technical and other relevant training to meet the needs of Firefighters and certification levels, as directed by the Senior Captain.
- Represent the department at public events, when required during working hours.
- Enforce departmental rules, regulations, and Corporate policy.
- A Captain shall not discipline or recommend any sanction against an employee. When a Captain observes conduct or behaviour that contravenes established rules and regulations or an employee is acting in a manner that is unsafe, they will initially address the employee to cease the activity and if it persists, they will report it to management to take action.
- Ensure all work is performed in a safe manner.
- Performs other related duties as assigned.

Qualifications

- Successful completion and certification of NFPA 1021 Fire Officer Level 1.
- Successful completion and certification of NFPA 1041 Fire Instructor 1.

City of Stratford – Fire Administrator

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Administration

Duties

- Reporting to the **Deputy** Chief, the Fire **Administrator** will provide clerical and administrative support to the Stratford Fire Department.

Work Performed

- Prepare, key in, copy, edit and proofread correspondence, invoices, publications, reports, and related material.
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings.
- Order office supplies and maintain inventory.
- Answer telephone and electronic enquiries and relay telephone calls and messages.
- Maintain manual and computerized information filing systems.
- Greet visitors and direct to appropriate person.
- Record and prepare minutes of meetings.
- Compile data, statistics, and other information as required.
- Receive and record alarms and requests for emergency assistance or service.
- Receive, record, and transfer non-emergency calls.
- Operate radio equipment to communicate with emergency responders and administration.
- Process and transmit information.
- Maintain building files and municipal maps.
- Perform other related duties as assigned.

Qualifications

- Secondary School Graduation Diploma or equivalent.
- Post-secondary training in office administration.
- Minimum 3-6 months related professional experience.

Specialized Skills, Abilities, Training, Licenses, Memberships, or Certifications

- Note: Shift work is required.

City of Stratford – Fire Fighter

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Suppression

Duties

- Performs responsible service work in fire **suppression** and prevention; does related work as required. Work is performed under the regular supervision of an Officer.

Work Performed

- Respond to alarms, drive and operate equipment and related apparatus and assist in the suppression of fires, including rescue, advancing lines, entry, ventilation and salvage work and extrication and emergency medical care of victims.
- Respond to medical emergency calls. Provide emergency medical response and aid to ill and injured persons. Perform rescue/extrication operations where necessary.
- Perform cleanup and overhaul work and establish temporary utility services.
- Assist in maintaining and repairing fire apparatus and equipment, and cleaning fire stations and grounds.
- Perform fire code inspections of business establishments and prepare pre-fire plans.
- Respond to emergency and non-emergency calls, pump out basements, inspect for gas leaks, secure vehicle accidents, inspect chimneys, etc.
- Participate in continuing training and instruction programs by individual study of technical material and attendance at scheduled drills and classes.
- Conduct station tours for the public, school, and community demonstrations and programs.
- Perform other related duties as assigned.

Qualifications

- Secondary School Graduation Diploma or equivalent
- Valid Entry Level Firefighter Cooperative Personnel Services (CPS) Test Results
- Valid Ontario Drivers Licence (DZ Endorsement)
- Valid Physical Fitness Assessment Test Results
- Current First Aid/CPR Certifications

Specialized Skills, Abilities, Training, Licenses, Memberships, or Certifications

- Note: Shift work is required.

City of Stratford – Fire Inspector

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Fire Prevention

Work Performed

Under the supervision of the Director of Fire Prevention, the Fire Inspector shall:

- Conduct fire prevention inspections of premises such as public buildings, schools, industries, hospitals, gasoline stations, homes, mercantile buildings and retail stores.
- Enforce Fire Prevention By-laws.
- Examine building plans in co-operation with the Chief Building Official.
- Provide Fire Prevention lectures and demonstrations.
- Receive, process, and follow up reports of the Fire Prevention inspections conducted under the Fire Suppression Division.
- Attend school or courses as directed by the Chief of the Fire Department.
- The Fire Inspector shall fight fires upon direction of the Fire Chief.
- Plan, develop and implement community-based educational programs.
- Deliver fire and life safety education to industry and in the community.
- Establish a fire and life safety profile for the community.
- Monitor and evaluate fire and life safety programs.

Qualifications

- Minimum 5 years of service as a 1st Class Firefighter.
- Successful completion and certification of NFPA 1021 Fire Officer Level 1 and NFPA 1041 Fire Service Instructor 1.
- Successfully pass, or ability to successfully pass, Ontario Fire College Fire Prevention Officer Program.

Specialized Skills, Abilities, Training, Licenses, Memberships, or Certifications

- Ability to speak to audiences and willingness to teach.

Appendix **B**: Letter of Understanding
Dated January 14, 1993

Letter of Understanding (LOU)

Between

The Corporation of the City of Stratford

And

Stratford Professional Firefighters' Association, IAFF Local 534

RE: Donation of Work Time for Sick Employee

WHEREAS the Association has proposed that in the event of an employee in the Fire Fighting Division exhausting their sick time, other employees shall be allowed to donate their own time while off duty to work the normal shift of the sick employee, and

WHEREAS the Corporation has agreed to the provision of a substitute to cover off the shift of a sick employee for a period of up to 6 months we the undersigned agree to these conditions,

- An employee shall not have utilized all their sick leave before this donation of time is commenced,
- It is the responsibility of the Association to provide to the Chief initially, and at the beginning of each month a list of the names and signatures of those Fire Fighters who will donate their time, and on what shifts, for the member off sick.
- It is understood that employees who volunteer to work a tour of duty for a sick member in the Fire Fighting Division, do so without remuneration for that shift and that the sick employee shall receive payment for the shift as if it was worked by **them**.

The Corporation and the Association agree to review the effect of this process after the first occasion that use is made of it.

Signed at Stratford, Ontario

this 14th day of January, 1993.

Appendix C: Letter of Understanding
Dated April 21, 2023

Letter of Understanding (LOU)

Between

The Corporation of the City of Stratford

And

Stratford Professional Firefighters' Association, IAFF Local 534

Suppression Division Call-Back Operating Procedure

Article 7.07 – used **only** when maintaining eight employees per shift.

Schedule A – Overtime Procedure

1. When calling for overtime, all calls must be recorded in the Overtime Call Book.
2. When calling for overtime the Senior Captain will start the call-back procedure where it was last filled on that group. When the bottom of the list is reached it will start over at the top of the list.
3. Overtime will be first offered to the rank in which it is needed, if this is not possible then actors will fill that position from the group affected.
4. When calling for overtime it will be kept as a 24-hour shift and not split it into 12-hour increments unless all other efforts have been exhausted.
5. If no qualified actors are available that position will be filled according to the rank.
6. If the shift available is less than 24 hours away, the first person to accept the opportunity from other groups not due to work within 12-hours of the shift ending, will be given the position, regardless of seniority.
7. If the shift available is more than 24 hours away but less than 72 hours away, 10 minutes will be given in-between phone calls.
8. If the shift is more than 72-hours away, 30 minutes will be given in-between phone calls.
9. Once Officer rank that causes the overtime is filled, if the group is still below the minimum staffing of eight (8), fill the Fire Fighter rank.

Filling the Senior Captain Rank

If the Senior Captain rank needs to be filled, it shall be offered to:

1. The Senior Captain who is not scheduled to work the 12-hours preceding or following the shift.
2. Any Captain on the qualified list of Senior Captains on the group affected in order of seniority.
3. Any Captain on the qualified list of Senior Captains on a shift trade in order of seniority.
4. Any Senior Captain on Holidays.
5. Any Captain on the qualified list of Senior Captains on holidays.
6. Any Senior Captain that can work being offered in 12-hour increments.
7. Any Captain on the qualified list of Senior Captains that can work being offered in 12-hour increments.

Filling the Captain Rank

If the Captain rank needs to be filled, it shall be offered to:

1. Any Captain who is not scheduled to work the 12-hours preceding or following the shift.
2. Any Fire Fighter on the qualified list of Captains on the group affected in order of seniority.
3. Any Fire Fighter on the qualified list of Captains on a shift trade in order of seniority.
4. Any Captain on Holidays.
5. Any Fire Fighter on the qualified list of Captains on holidays.
6. Any Captain that can work being offered in 12-hour increments.
7. Any Fire Fighter on the qualified list of Captains that can work being offered in 12-hours increments.
8. **If this position remains vacant, the most senior Fire Fighter shall act.**

Filling the Fire Fighter Rank

If the Fire Fighter Rank needs to be filled, it shall be offered to:

1. Any Fire Fighter who is not scheduled to work the 12-hours preceding or following the shift.
2. Fire Fighters that are on holidays.
3. Fire Fighters that can work 12-hour increments.
4. If there is an acting officer rank, that rank will be called and the Fire Fighter or officer will move to their original rank.

Note: The current list of qualified Lieutenants will be changed to the current list of qualified Captains. The current list of qualified Captains will be changed to the current list of Senior Captains.

Appendix **D**: Letter of Understanding
Dated May 26, 2023

Letter of Understanding (LOU)

Between

The Corporation of the City of Stratford

And

Stratford Professional Firefighters' Association, IAFF Local 534

RE: Dispatch Outsourcing Transition

This letter of understanding will expire on the date that the Dispatch position is fully outsourced to another IAFF represented Fire Service, (per arbitrator Kevin Burkett's supplementary award #2 dated July 6, 2022, or as decided through the Judicial Review process).

The following references to the "Dispatch" position within the Collective Agreement will be removed including Index Items, Articles, Letters of Understanding, Schedules, and Appendices and have been integrated into this temporary Letter of Understanding. This Letter of Understanding and the provisions of the Collective Agreement indicated below pertaining to the Dispatch position will remain in force under this letter of understanding until the outsourcing of the Dispatch function to another IAFF represented Fire Service is finalized:

Table of Contents

Schedule "E" Dispatch Job Description

Appendix "G" Letter of Understanding (Dispatch Shift Trial Extension)

Article 1 – Employees Covered

- 1.01 The provisions of this Agreement shall apply to all full-time Fire Fighters, Director of Fire Prevention, Fire Inspectors, Director of Training, and **Dispatchers** and Fire Administrators of the Stratford Fire Department, except the Chief and Deputy Chief as defined by the Fire Protection and Prevention Act.
- 1.03 For the purpose of this Agreement, the words "Employees" and "Fire Fighters" shall mean all regular full-time Fire Fighter employees, Captains, Senior Captains, all Probationers, **Dispatchers**, Fire Administrators, Director of Fire Prevention, Fire

Inspector, and Director of Training except where specifically excluded, of the Stratford Fire Department with the exception of the Fire Chief and Deputy Fire Chief.

Article 2 - Recognition

- 2.01 The Corporation recognizes the Association's Committee, duly elected, as the exclusive bargaining agent for all full-time Fire Fighters, Captains, Senior Captains, Director of Fire Prevention, Fire Inspectors, Director of Training, **Dispatchers** and Fire Administrators of the Stratford Fire Department with the exception of the Chief and Deputy Chief, this agreement shall be regarded as being applicable to all such employees.

Article 4 – Hours of Work

- 4.03 Fire Administrators shall be required to work 8-hour shifts – not more than 42 hours per week averaged over a four-week period. A Fire Administrator will replace a **Dispatcher** who is off work due to prolonged illness or holidays. Sufficient time will be allowed for the Fire Administrator to make shift changes.

Article 5 – Vacations

Articles 5.01 to 5.12 set out vacation provisions for Fire Fighters, but exclude **Dispatchers**, Fire Administrators, Director of Fire Prevention, Inspector, and Director of Training.

Vacations – **Dispatchers and** Fire Administrators:

- 5.13 a) **Dispatchers and** Fire Administrators after 1 year of service shall be entitled to 14 days annual vacation in each calendar year with full salary, to be taken in the Summer Vacation Period **in conjunction with Dispatchers and Fire Administrators' Schedule "E"**.
- b) **Dispatch** Employees shall receive 12 statutory holidays, 5 of which shall be paid at the rate of 1/182 of the **Dispatchers'** rate on the first pay period in May of each year, and that seven (7) working shifts are to be consecutive days off and to be taken in the Spring Vacation Period in accordance with the **Dispatchers** and Fire Administrators schedule. The schedule may be adjusted by mutual agreement between the Association and the Chief. Family Day is to be taken as mutually agreed upon by the Association and the Corporation.

Fire Administrators will be entitled to thirteen (13) statutory holidays annually. Any statutory holidays worked while conducting **Dispatching** duties will be paid one and a half (1 ½) shifts worked in accordance with Article 7.07 (d).

The statutory holidays are as follows: New Year's Day, Family Day Good Friday, Easter Sunday, Victoria Day, Canada Day, Civic Holiday, Labour Day,

Thanksgiving Day, Remembrance Day, ½ Day Christmas Eve Day, Christmas Day, Boxing Day, and ½ Day New Years Eve Day.

- c) **Dispatchers** and Fire Administrators with eight (8) or more years' service shall be entitled to an additional weeks' vacation to be taken in the Fall Vacation Period in accordance with the **Dispatchers** and Fire Administrators schedule.
- d) **Dispatchers** and Fire Administrators in their first year of service shall be entitled to one (1) day per month vacation after completion of six (6) months' service.
- e) If a Fire Administrator is not required to work a statutory holiday, a change of working days can be made upon mutual agreement of the Chief and the Fire Administrator. At no time will a Fire Fighter work as a **dispatcher** because of the change.
- f) If a **Dispatcher** calls in sick, the officer in charge shall call in an off duty **Dispatcher**. When no **Dispatcher** is available, the Fire Administrator shall be called for that shift. The replacement shall be paid 1½ shifts per shift worked as defined in 7.07(d). Should the Officer in Charge be unable to obtain either of the **Dispatcher** or Fire Administrator, the Officer shall assign a Fire Fighter from that shift.

Article 7 – Salaries

- 7.01 The following shall be the scale of annual salaries paid to the Fire Department employees (**duration of the Collective Agreement**).

Classification	% of first class
Dispatcher /Fire Administrator – 5 th Year	75
Dispatcher /Fire Administrator – 4 th Year	70
Dispatcher /Fire Administrator – 3 rd Year	65
Dispatcher /Fire Administrator – 2 nd Year	60
Dispatcher /Fire Administrator – 1 st Year Probation	55

*Refer to the salary grid in the Collective Agreement.

Article 8 – Promotions and Seniority

- 8.04 In determining an employee's length of service for seniority purposes, computation shall begin on the date an employee commences work. Former employees re-entering the service after the continuity of service has been broken by resignation or dismissal shall be considered new employees and seniority shall start as of the date

they re-enter the service. **If a Dispatcher is appointed to the Fire Fighting Division, their seniority as a Fire Fighter will start with their first shift in that Division. Any benefits accrued through seniority as a dispatcher will be continued.**

8.07 In case of lay-off, **the Dispatchers** and/or Fire Administrator shall be laid off before the Fire Fighting Division based on the seniority of the employee affected on a last-on, first-off basis.

8.08 If a Dispatcher is appointed to the Fire Fighting Division, a letter of resignation from the Dispatching position must be submitted to the Corporation by that employee. All benefits that have been accumulated as a dispatcher will be carried on.

Article 10- Benefits, Pension and Insurance

10.02 All Suppression Fire Fighters, Captains, Senior Captains, Fire Inspectors, Director of Fire Prevention and Director of Training now in the employment of the Department or that may hereafter be appointed, shall be retired on the last day of the month such member attains age 60. **Dispatchers and** Fire Administrators shall be excluded from this clause.

10.16 Effective January 1st, 2019, the Corporation will establish a Health Care Spending Account in accordance with the relevant requirements of the Income Tax Act for all eligible Members who retire subsequent to January 1, 2019, subject to the following conditions of eligibility:

- (1) The member must have retired on an unreduced OMERS pension or an OMERS disability pension subsequent to January 1, 2019;
- (2) The **Dispatcher** or Fire Administrator must have attained fifty-five (55) years of age as of retirement;

Article 19 – Preservation of Employment Status

19.03 Except to the extent and to the degree agreed upon by the parties, and except in the case of an emergency, no work customarily performed by an employee covered by this Agreement shall be performed by another employee of the City who is not covered by this Agreement or by a person who is not an employee of the City.

Note: The City is permitted to contract out its Fire Dispatch function to another IAFF represented Fire Service, (per arbitrator Kevin Burkett's supplementary award #2 dated July 6, 2022 or as decided through the Judicial Review process), provided the four Dispatchers currently employed by the City of Stratford are given the option of either:

- a) Transferring to a Fire Administrator Prevention and Training position, a Fire Prevention Safety Educator role or a CEMC Administrator role (as described in Schedules F, I & J) within the service with no loss of pay or seniority. The specific placement to be at the discretion of the City but with employee preference taken into account; or**
- b) Accepting a separation package of:**
 - (i) a lump sum payment equal to four (4) weeks' pay per year of completed service; and**
 - (ii) payment of all earned vacation bank, overtime, and payout of their sick bank pursuant to Article 18.91 of the Collective Agreement.**

If option (a) is chosen, "the new roles that will be created for the current Dispatchers are to be permanent positions for as long as the incumbent is in them" and will be protected from elimination until the Dispatcher either resigns, retires, or is terminated for cause.

Job Description – Dispatcher

City of Stratford - Dispatcher

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Administration

Work Performed:

- Reporting to the Chief or Deputy Chief through the Officer in charge of shift.
- Receive and record all alarms.
- Record all dates and times of all alarms, log alarm board tests.
- Answer all non-alarm telephone calls and transfer same as requested.
- Type all calls and records as determined by Senior Captain.
- Type reports, letters, maintain building files and maps of City and County.
- Perform other related duties as assigned.

Qualifications:

- Secondary School Graduation Diploma or equivalent.
- Completion of Emergency Services Communications course an asset.

Specialized Skills, Abilities, Training, Licenses, Memberships, or Certifications

- Note: Shift work is required.

Job Description – Fire Administrator

City of Stratford – Fire Administrator

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Administration

Duties:

- Reporting to the Deputy Chief, the Fire Administrator will provide clerical and administrative support to the Stratford Fire Department and **perform departmental Dispatch duties as assigned.**

Work Performed:

- Prepare, key in, copy, edit and proofread correspondence, invoices, publications, reports, and related material.
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings.
- Order office supplies and maintain inventory.
- Answer telephone and electronic enquiries and relay telephone calls and messages.
- Maintain manual and computerized information filing systems.
- Greet visitors and direct to appropriate person.
- Record and prepare minutes of meetings.
- Compile data, statistics and other information as required.
- Receive and record alarms and requests for emergency assistance or service.
- Receive record and transfer non-emergency calls.
- Operate radio equipment to communicate with emergency responders and administration.
- Process and transmit information.
- Maintain building files and municipal maps.
- Perform other related duties as assigned.

Qualifications:

- Secondary School Graduation Diploma or equivalent.
- Post-secondary training in office administration.
- Minimum 3-6 months related professional experience.

Specialized Skills, Abilities, Training, Licenses, Memberships, or Certifications

- Note: Shift work is required.

Job Description – Fire Fighter

City of Stratford – Fire Fighter

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Suppression

Duties:

- Performs responsible service work in fire **suppression** and prevention; does related work as required. Work is performed under the regular supervision of an Officer.

Work Performed:

- Responds to alarms, drives and operates equipment and related apparatus and assists in the suppression of fires, including rescue, advancing lines, entry, ventilation and salvage work, extrication and emergency medical care of victims.
- Responds to medical emergency calls. Provide emergency medical response and aid to ill and injured persons. Performs rescue/extrication operations where necessary.
- Performs cleanup and overhaul work, establishes temporary utility services.
- Assists in maintaining and repairing fire apparatus and equipment, and cleaning fire stations and grounds.
- Makes fire code inspections of business establishments and prepares pre-fire plans.
- Responds to emergency and non-emergency calls, pumps out basements, inspects for gas leaks, secures vehicle accidents, inspects chimneys, etc.
- Participates in continuing training and instruction programs by individual study of technical material and attendance at scheduled drills and classes.
- Conducts station tours for the public, school, and community demonstrations and programs.
- **Backs up for dispatching personnel, monitors alarm boards, receives and transmits radio and telephone messages.**
- Performs other related duties as assigned.

Qualifications:

- Secondary School Graduation Diploma or equivalent
- Valid Entry Level Firefighter Cooperative Personnel Services (CPS) Test Results
- Valid Ontario Drivers Licence (DZ Endorsement)
- Valid Physical Fitness Assessment Test Results
- Current First Aid/CPR Certifications

Specialized Skills, Abilities, Training, Licenses, Memberships, or Certifications

- Note: Shift work is required.

Appendix E: Letter of Understanding
Dated May 26, 2023

Letter of Understanding (LOU)

Between

The Corporation of the City of Stratford

And

Stratford Professional Firefighters' Association, IAFF Local 534

RE: Preservation of Employment Status Dispatch Employees

The City is permitted to contract out its Fire Dispatch function to another IAFF represented Fire Service, (per arbitrator Kevin Burkett's supplementary award #2 dated July 6, 2022, or as decided through the Judicial Review process), provided the four Dispatchers currently employed by the City of Stratford are given the option of either:

- c) Transferring to a Fire Administrator - Prevention and Training position, a Fire Prevention Safety Educator role or a CEMC Administrator role (as described in Schedules F, I & J) within the service with no loss of pay or seniority. The specific placement to be at the discretion of the City but with employee preference taken into account; or
- d) Accepting a separation package of:
 - (j) a lump sum payment equal to four (4) weeks' pay per year of completed service; and
 - (ii) payment of all earned vacation bank, overtime, and payout of their sick bank pursuant to Article 18.01 of the Collective Agreement.

If option (a) is chosen, "the new roles that will be created for the current Dispatchers are to be permanent positions for as long as the incumbent is in them" and will be protected from elimination until the Dispatcher either resigns, retires, or is terminated for cause.

The new temporary positions of Fire Administrator, Fire Administrator – Prevention and Training, Fire Prevention Safety Educator or CEMC Administrator will be added to the provisions of the Collective Agreement indicated in this Letter of Understanding. The provisions outlined in this Letter of Understanding and the provisions of the Collective Agreement will apply to any of the aforementioned Dispatch employees who select the option of being transferred into one of the temporary positions.

Article 1 - Employees Covered

- 1.01 The provisions of this Agreement shall apply to all full-time Fire Fighters, Director of Fire Prevention, Fire Inspectors, Director of Training, Fire Administrators, **Fire Administrator – Prevention and Training, Fire Prevention Safety Educator and CEMC Administrator** of the Stratford Fire Department except the Chief and Deputy Chief as defined by the Fire Protection and Prevention Act.
- 1.03 For the purpose of this Agreement, the words "Employees" and "Fire Fighters" shall mean all regular full-time Fire Fighter employees, **Captains, Senior Captains**, all Probationers, Fire Administrators, **Fire Administrator – Prevention and Training, Fire Prevention Safety Educator, CEMC Administrator**, Director of Fire Prevention, Fire Inspector, and Director of Training except where specifically excluded, of the Stratford Fire Department, with the exception of the Fire Chief and Deputy Fire Chief.

Article 2 - Recognition

- 2.01 The Corporation recognizes the Association's Committee, duly elected, as the exclusive bargaining agent for all full-time Fire Fighters, **Captains, Senior Captains** Director of Fire Prevention, Fire Inspectors, Director of Training, Fire Administrators, **Fire Administrator – Prevention and Training, Fire Prevention Safety Educator and CEMC Administrator** of the Stratford Fire Department, with the exception of the Chief and Deputy Chief, this agreement shall be regarded as being applicable to all such employees.

Article 4 – Hours of Work

- 4.03 Fire Administrators, **Fire Administrator – Prevention and Training, Fire Prevention Safety Educator and CEMC Administrator** shall be required to work 8-hour **days, Monday through Friday, 8:00 a.m. – 4:00 p.m.** **If the Corporation adopts a flexible work schedule during the course of this Letter of Understanding, it will be applied to the aforementioned work group in this Article.**

Article 5 – Vacations

Articles 5.01 to 5.10 set out vacation provisions for **Suppression Staff only.**

Vacations – Fire Administrators, **Fire Administrator – Prevention and Training, Safety Educator, and CEMC Administrator:**

5.11

a) Fire Administrators, **Fire Administrator – Prevention and Training, Fire Prevention Safety Educator and CEMC Administrator** after 1 year of service shall be entitled to ~~14~~ **15** days annual vacation in each calendar year with full salary.

Fire Administrators, **Fire Administrator – Prevention and Training, Fire Prevention Safety Educator and CEMC Administrator** will be entitled to thirteen (13) statutory holidays annually.

The statutory holidays are as follows: New Year's Day, Family Day, Good Friday, Easter Sunday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, ½ Day Christmas Eve Day, Christmas Day, Boxing Day, and ½ Day New Years Eve Day.

b) Fire Administrators, **Fire Administrator – Prevention and Training, Fire Prevention Safety Educator and CEMC Administrator** with eight (8) or more years' service shall be entitled to an additional **10 days'** vacation.

c) Fire Administrators, **Fire Administrator – Prevention and Training, Fire Prevention Safety Educator and CEMC Administrator** in their first year of service shall be entitled to one (1) day per month vacation after completion of six (6) months service.

Article 7 – Salaries

7.01 The following shall be the scale of annual salaries paid to the Fire Department employees (**duration of the Collective Agreement**).

Classification	% of first class
Fire Administrator, Fire Administrator – Prevention and Training, Fire Prevention Safety Educator, CEMC Administrator – 5 th Year	75
Fire Administrator, Fire Administrator – Prevention and Training, Fire Prevention Safety Educator, CEMC Administrator – 4 th Year	70
Fire Administrator, Fire Administrator – Prevention and Training, Fire Prevention Safety Educator, CEMC Administrator – 3 rd Year	65
Fire Administrator, Fire Administrator – Prevention and Training, Fire Prevention Safety Educator, CEMC Administrator – 2 nd Year	60
Fire Administrator, Fire Administrator – Prevention and Training, Fire Prevention Safety Educator, CEMC Administrator – 1 st Year Probation	55

*Refer to the salary grid in the Collective Agreement.

Article 8 – Promotions and Seniority

8.09 In case of lay-off, a Fire Administrator shall be laid off before the Fire Fighting Division based on the seniority of the employee affected on a last-on, first-off basis.

Article 10- Benefits, Pension, and Insurance

10.02 All Suppression Fire Fighters, **Fire Administrator – Prevention and Training, Captains, Senior Captains**, Fire Inspectors, Director of Fire Prevention and Director of Training now in the employment of the Department or that may hereafter be appointed, shall be retired on the last day of the month such member attains age 60. Fire Administrators, **Fire Administrator – Prevention and Training, Fire Prevention Safety Educator, and CEMC Administrator** shall be excluded from this clause.

- 10.16 Effective January 1st, 2019, the Corporation will establish a Health Care Spending Account in accordance with the relevant requirements of the Income Tax Act for all eligible Members who retire subsequent to January 1, 2019, subject to the following conditions of eligibility:**
- (1) The member must have retired on an unreduced OMERS pension or an OMERS disability pension subsequent to January 1, 2019;**
 - (2) The Fire Prevention Safety Educator, CEMC Administrator, Fire Administrator – Prevention and Training or Fire Administrator must have attained fifty-five (55) years of age as of retirement;**
 - (3) The Suppression, Director of Training, Director of Fire Prevention, or Fire Inspection member must have attained fifty (50) years of age as of retirement;**
 - (4) The Fire Prevention Safety Educator, CEMC Administrator, Fire Administrator – Prevention and Training or Fire Administrator must have a minimum of fifteen (15) years continuous service with the City of Stratford at the time of retirement;**
 - (5) The retiring Member must, at all times, meet the eligibility requirements for a Health Care Spending Account (HCSA) required by the Income Tax Act of Canada or established by the Corporation at its sole discretion.**

The HCSA shall provide an annual maximum amount of \$2,000.00 per eligible retired Member commencing on the Member's sixty- fifth (65th) birthday and terminating on the Member's seventy-fifth (75th) birthday.

Notwithstanding, in the year in which the eligible Member attains age 65, this amount shall be prorated using the number of full months remaining in the year subsequent to the Member attaining age 65. In the year in which the eligible Member attains age 75, the \$2,000.00 annual maximum shall also be prorated using the number of months in that year up to the Member attaining age 75 (inclusive of the month in which age 75 is attained.)

The HCSA shall provide an annual maximum amount of \$2,500.00 per eligible retired Member commencing on the Member's sixty-fifth (65th) birthday and terminating on the Member's seventy-fifth (75th) birthday, effective January 1,2025.

The HCSA shall provide an annual maximum amount of \$2,750.00 per eligible retired Member commencing on the Member's sixty-fifth (65th)

birthday and terminating on the Member's seventy-fifth (75th) birthday, effective January 1, 2026.

- (i) The annual HCSA is not accumulative from year to year.**
- (ii) The HCSA may be used by the eligible Member, or any dependent recognized by Canada Revenue Agency rules, regulations and definitions.**
- (iii) In the event that an eligible Member dies between age sixty-five (65) and age seventy-five (75), the Member's spouse shall continue to be eligible for the HCSA until the Member would have attained age seventy-five (75) or until the spouse remarries, whichever is earlier, subject to Canada Revenue Agency approval.**
- (iv) The HCSA shall be used only to reimburse eligible retired Members or their eligible dependents for medical or dental expenses that qualify for reimbursement under Canada Revenue Agency ("CRA") rules, regulations and definitions for allowable deductible medical and dental expenses up to the annual maximum. The parties do not object that the annual maximum also be used by the eligible retired Member to purchase a private health care plan, provided this is permitted by Canada Revenue Agency.**
- (v) All claims under this HCSA must be made within the filing period established by the benefit Carrier to be eligible for reimbursement. There will be no reimbursement for any claims for expenses incurred before January 1, 2019.**
- (vi) In order to receive reimbursement for medical or dental expenses, the retired Member must submit original receipts or certified copies of these receipts. It is further recognized that any such claims are subject to the payment rules established by the Carrier for this benefit.**
- (vii) The parties acknowledge that the provision of this HCSA is contingent on Manulife Financial's agreement to both act and to continue to act as the benefit Carrier for the HCSA. In the event that Manulife Financial will no longer act as this benefit Carrier, the Corporation will arrange for the same or a comparable benefit with a different Carrier.**

Job Descriptions – Temporary

City of Stratford – CEMC Administrator

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Administration

Work Performed

Reporting to the Deputy Chief, the Community Emergency Management Coordinator Administrator will perform the following duties:

- Assist in the development, implementation, and evaluation of a comprehensive Emergency Management Program in compliance with the provisions of the Emergency Management and Civil Protection Act and Ontario Regulation 380, ensuring readiness of both primary and back up emergency operation centres (EOC).
- Assist in the management and coordination of activities in support of the City of Stratford's Emergency Management Program Committee, as well as provide advice and recommendations regarding opportunities and service enhancements.
- Assist in the development, execution and monitoring of corporate emergency/crisis prevention, policies, and procedures, in relation to key areas of emergency management, including prevention, mitigation, preparedness, response and recovery.
- Assist in the provincially mandated annual review and revisions of the Hazard Identification and Risk Assessment (HIRA) and Critical Infrastructure List (CI) to ensure the municipality meets its mandatory requirements under the Emergency Management and Civil Protection Act.
- Assist the CEMC in the training and exercising for EOC personnel.
- Assist in the development, implementation & maintenance of Business Continuity Planning
- Perform other duties as assigned.

Qualifications

- Secondary school graduation diploma or equivalent.
- Must possess a valid Ontario Driver's License Class "G"
- The ability to prepare presentations, lesson plans, and other written and audio-visual materials to support program delivery for a wide range of audiences.
- The ability to prepare media related materials.
- The ability to complete IMS 100: Basic Incident Management System, IMS 200: IMS in EOC's, EM 200: Basic Emergency Management, EM 240: Note Taking, and EM 300: Community Emergency Management Coordinator, and other training as required.
- Knowledge of the Occupational Health and Safety Act and the regulations that apply to this work.
- Excellent interpersonal skills with the ability to establish and maintain effective communication and customer service with the public, Fire Services, and City staff.

City of Stratford – Fire Prevention / Safety Educator

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Prevention

Work Performed

Reporting to the **Director of Fire Prevention**, the Fire **Prevention/Safety Educator** will provide support to the Prevention Division in the areas of prevention and safety education and will performing following duties:

- Conducts fire and life safety inspections, pursuant to the powers prescribed in the Fire Protection and Prevention Act on all types of buildings.
- Updates records detailing information about the property, violations observed and actions to be taken.
- Reviews and recommends for the approval of Fire Safety Plans.
- Updates fire loss data and assists with the development and design of appropriate fire safety education programs and public education messages.
- Communicates fire and Life safety messages with the public and assists with the design and delivery of public safety education programs and seminars to a variety of audiences including community groups, dwelling unit owners/residents, elementary school students, seniors, ESL students and workplace employees.
- Assists with the design and delivery of special events, media campaigns and other activities to promote and provide education on fire prevention and safety awareness.
- Assists with the development of fire safety materials to support program delivery, including lessons plans, PowerPoint presentations, and brochures.
- Delivers fire alarm education, school fire drill programs, station tours, and fire safety education community events.
- Engages stakeholders to deliver fire safety education, such as, Huron Perth Public Health, Stratford Police Services, Stratford Public Library, Schools and school boards within the City of Stratford, National Fire Protection Association, and the Fire Marshal's Public Fire Safety Council.
- Perform other duties as assigned.

Qualifications

- Secondary School Graduation Diploma or equivalent.
- Must possess a valid Ontario Driver's License Class "G".
- Ability to successfully complete the NFPA 1031, Level 1 and 2 and NFPA 1035 Level 1 and the practical presentation component.
- Ability to successfully complete and maintain a Level C, CPR Certificate
- Ability to successfully complete and maintain a Standard First Aid Certificate
- While conducting inspections some of the work may necessitate the incumbent to walk long distances, bend, crawl or climb ladders/scaffolding. Any need for accommodation will be provided.

- Ability to prepare presentations, lesson plans, media related materials and other written and audio-visual materials to support program delivery for a wide range of audiences.
- While conducting the work the incumbent may on occasion be exposed to adverse conditions, including inclement weather.
- Knowledge of the Fire Protection and Prevention Act, Ontario Fire Code, Provincial Offences Act and related legislation and related By-laws.
- Knowledge of the Occupational Health and Safety Act and the regulations that apply to this work.
- Excellent interpersonal skills with the ability to establish and maintain effective communication and customer service with the public, Fire Services, and City staff.

City of Stratford – Fire Administrator – Prevention and Training

Union/Non-union: SPFFA

Department: Stratford Fire Department

Division: Administration

Duties

- Reporting to the **Deputy** Chief, the Fire **Administrator** – Prevention and Training will provide clerical and administrative support to the Fire Prevention and Training Divisions.

Work Performed

- Provide administrative support to the Fire prevention and Training Divisions of the Stratford Fire Department.
- Prepare, key in, copy, edit and proofread correspondence, invoices, publications, reports, and related material.
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings.
- Answer telephone and electronic enquiries and relay telephone calls and messages.
- Maintain manual and computerized information filing systems.
- Greet visitors and direct to appropriate person.
- Record and prepare minutes of meetings.
- Compile data, statistics and other information as required.
- Maintain information in Fire Pro for both Divisions.
- Perform other related duties as assigned.

Qualifications

- Secondary School Graduation Diploma or equivalent.
- Post-secondary training in office administration.
- Minimum 3-6 months related professional experience.
- Excellent interpersonal skills with the ability to establish and maintain effective communication and customer service with the public, Fire Services and City staff.

Specialized Skills, Abilities, Training, Licenses, Memberships, or Certifications

- Familiarization with Fire Pro software