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TO:	CHAIR AND MEMBERS COMMUNITY & PROTECTIVE SERVICES COMMITTEE MEETING ON JUNE 16, 2014
FROM:	JOHN KOBARDA FIRE CHIEF, LONDON FIRE DEPARTMENT
SUBJECT:	INFORMATION REQUEST – ONTARIO FIRE MARSHAL

RECOMMENDATION

That on the recommendation of the Fire Chief and the concurrence of the Managing Director of Neighbourhood, Children and Fire Services, the following actions be taken with respect to the City of London’s compliance under section 2(1)(a) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4*:

- a) that it **BE CONFIRMED** that the Municipal Council has been advised by its Fire Chief that the City of London’s Fire Department is meeting the requirements of the minimum acceptable model for compliance with the requirements of section 2(1)(a) *Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4* to establish a program in the municipality, which must include public education with respect to fire safety and certain components of fire prevention;
- b) the attached proposed by-law (Appendix “A”) **BE INTRODUCED** at the Municipal Council Meeting of June 24, 2014 to delegate authority to the Fire Chief to execute the electronic form for the declaration of Annual Compliance in accordance with the Fire Protection and Prevention Act, 1997; and,
- c) the City Clerk **BE DIRECTED** to acquire the necessary information from the Fire Chief in order to confirm the information required from municipalities regarding contact information, recovery of post fire costs, Mutual Aid and Automatic Aid Agreements and provision of fire suppression services;

it being noted that the Fire Chief will confirm the London Fire Department’s information in accordance with the requirements of the applicable legislation.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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None

BACKGROUND

On May 22, 2014, the Office of the Fire Marshal and Emergency Management (OFMEM) contacted City Managers and Municipal Clerks across the province with respect to completing several electronic forms for the purposes of gathering municipal and fire department profile data. Previously, the Fire Marshal appointed Mutual Aid Coordinator, collected and documented much of this data and held it locally, with a copy being sent to the regional OFMEM Fire Services Advisor from time to time, when requested. With the Province adding Emergency Management to the Fire Marshal’s responsibilities, the need for this data to be accurate and readily available became critical. The Fire Marshal’s Communiqué 2014-11 that was issued May 2, 2014 cites the reason for the process as follows:

The Office of the Fire Marshal and Emergency Management (OFMEM) collects profile information about all fire departments in Ontario on a regular basis and update information on key fire department staff members throughout the year. The OFMEM uses the information during its day-to-day activities to communicate with fire departments and municipalities for various reasons, including, for example, providing advice or assistance, and sending documents and publications. The information is also used in support of programs, such as the mutual aid program and the Northern Fire Protection Program (NFPP), and in support of OFMEM monitoring of compliance with mandatory requirements under the Fire Protection and Prevention Act, 1997 (FPPA).

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To meet the above-noted goal, the OFMEM sent three (3) forms, two (2) of which needed to be reviewed and completed/amended, as required, with the third being used to advise of future amendments to the first two (2) forms. The purpose of the first form was to collect current contact information for key municipal officials, noting that the Civic Administration can confirm that the form was updated, as required, and transmitted electronically to the OFMEM on June 2, 2014.

The second form entitled Municipal/NFPP Fire Protection Profile is divided into two (2) parts, the second of which extensively explores the operational details of the fire department including, but not limited to, an inventory of all frontline fire apparatus that includes the age thereof, an inventory of the self-contained breathing apparatus used, including the number of extra air bottles, the type and brand of computer aided dispatch system used, radio frequencies, staffing levels in each division and so on. The required information has been compiled and is ready for submission.

Further to the detailed fire department information requested, the first part of the form also includes a declaration of Annual Compliance. The *“declaration of Annual Compliance is intended to affirm that the municipality is meeting the requirements of the minimum acceptable model for compliance with clause 2.1(1)(a) of the Fire Protection and Prevention Act, 1997”*. Clause 2.1(1)(a) of the Act states,

2. (1) Every municipality shall,

- (a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and*
- (b) provide such other fire protection services*

In the above-mentioned form, the OFMEM identifies that the minimum acceptable model for compliance includes the following:

- a) a risk assessment,
- b) a smoke alarm program that includes home escape planning,
- c) the distribution of public education information and implementation of public education programs, as well as
- d) fire prevention inspections completed upon complaint or request.

With respect to the requirement to conduct a risk assessment, Fire Administration can confirm that the London Fire Department (LFD) updates its comprehensive risk assessment model annually for the purposes of identifying patterns and trends and then adjusting its fire prevention and education strategies accordingly. Moreover, the London Fire Department’s (LFD) adoption of the Environics tool has strengthened the above-noted analysis because the output identifies groups that seem to have a higher incident of fire and, therefore, goes so far as to predict where fires are most likely to occur. Finally, the LFD has also undertaken an extensive review of the building stock, etc. as it pertains to emergency response model.

Regarding the second requirement, more specifically the delivery of a smoke alarm program that includes home escape planning, the LFD has had an educational program in place for some 10 years; however, until a few years ago the LFD’s four (4) Public Fire and Life Safety Educators primarily delivered the program. Approximately three (3) years ago, the LFD initiated a residential smoke alarm program involving the 72 frontline firefighting crews (18 crews x 4 platoons) that runs from May until the end of September each year. Through this period, firefighting crews visit thousands of homes annually for the purposes of ensuring homeowners have the proper number of “working” smoke alarms. Around the same time, the Department also introduced an “After the Fire” program that involves frontline firefighting crews. Following a fire in a residential home, the Fire Prevention Division determines the cause and origin of the same, assembles appropriate “focused” information kits, and then identifies approximately 50 homes in the area for the closest frontline crew to visit. The purpose of the program is to have the frontline crews interact with neighbouring residents to heighten their awareness of fire safety, as well as distribute critical fire safety information. With the fire in the neighbourhood fresh in the minds of the surrounding residents, it is the goal of the program to reinforce positive fire safety behaviours.

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The third requirement is for the municipality to distribute public education information and implementation of public education programs. The LFD has for over a decade carried out an extensive public education program with its four (4) Public Fire and Life Safety Educators (PFLSE) being the primary delivery agents. The PFLSEs run a myriad of programs, as well as attend key events, such as the Home and Garden Show and the Western Fair to interact with attendees, answer questions and distribute fire safety information. As described in the previous paragraph, in recent years, the LFD has also leveraged its Fire Fighting Division resources by involving on-duty firefighting crews in its fire safety education and prevention efforts. Additionally, the LFD has also built a number of key partnerships, including, but not limited to, Thames Valley District School Board (Risk Watch) and London District Catholic School Board (Risk Watch), London Hydro (Smoke Alarm, Fire Escape Planning and general information) and the YMCA (Children’s Safety Village). In 2014, with the assistance of its Neighbourhood, Children & Fire Services colleagues, the LFD has made great efforts to cultivate new relationships and partnerships with external agencies. On the matter of the distribution of fire safety material, since 2005, the LFD has extensively used various forms of media to advertise fire safety, noting that its program was recognized through the Fire Marshal’s newsletter as a “best practice”. That program continues through to this day, although, as the LFD becomes more sophisticated with its analytical tools, the marketing strategies are far more focused on areas of potential risk versus a city-wide approach.

On the matter of the last requirement, the LFD has performed inspections as a result of complaints and requests for well over a decade. In fact, approximately 10 years ago, the LFD introduced a service model requiring an Inspector to attend the address related to a complaint inspection within two (2) business days, 90% of the time. Further to these inspections, the Fire Prevention Division also performs scheduled inspections, noting that the LFD has identified the need to increase the number of Inspectors in the future. The Municipal Council approved the addition of three (3) Inspectors in 2014.

Financial Impact

The by-law does not have a financial impact on the City departments.

SUMMARY

In May of this year, City Managers and Municipal Clerks across the province received correspondence requiring the municipality to complete electronic forms for the purposes of gathering municipal and fire department profile data. With the Province adding Emergency Management to the Fire Marshal’s responsibilities, the need for this data to be accurate and readily available has become critical. The Civic Administration can confirm that the 2014 contact information for key municipal officials was updated and transmitted electronically to the OFMEM on June 2, 2014.

With respect to the completion of the second form known as the Municipal/NFPP Fire Protection Profile, the Civic Administration can confirm that all the required information has been compiled and entered into the form; however, the first part of the form also requires that the persons responsible for fire protection services confirm that the municipality meets Section 2(1)(a) of the *Fire Protection and Prevention Act* using the minimum requirements set forth by the OFMEM. As well, the OFMEM requires that Municipal Council be made aware of the current level of compliance. The LFD has reviewed the minimum requirements and through this report, confirms that the municipality is in compliance.

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RECOMMENDED BY:	REVIEWED & CONCURRED BY:
JOHN KOBARDA FIRE CHIEF	LYNNE LIVINGSTONE MANAGING DIRECTOR, NEIGHBOURHOOD, CHILDREN & FIRE SERVICES

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Appendix "A"

Bill N
2014

By-law No. A.-

A by-law to delegate to the City of London's Fire Chief the power and authority to execute the electronic form for the declaration of Annual Compliance in accordance with the *Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4.*

WHEREAS section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 2(1)(a) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4* requires that a declaration of Annual Compliance shall be filed with the Office of the Fire Marshal and Emergency Management:

AND WHEREAS Section 23.1(1) of the *Municipal Act, 2001*, as amended, authorizes a municipality to delegate its powers and duties;

AND WHEREAS it is deemed expedient to delegate the power and authority to execute the electronic form for the declaration of Annual Compliance in accordance with the *Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4*;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The City of London's Fire Chief is hereby delegated the power and authority to execute the electronic form for the declaration of Annual Compliance in accordance with the *Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4.*
2. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on _____, 2014.

Joe Fontana
Mayor

Catharine Saunders
City Clerk

First Reading -
Second Reading –
Third Reading –