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<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY &amp; PROTECTIVE SERVICES COMMITTEE MEETING ON JUNE 16, 2015</b>
<b>FROM:</b>	<b>JOHN KOBARDA FIRE CHIEF, LONDON FIRE DEPARTMENT</b>
<b>SUBJECT:</b>	<b>INFORMATION REQUEST – ONTARIO FIRE MARSHAL</b>

**RECOMMENDATION**

That on the recommendation of the Fire Chief and the concurrence of the Managing Director of Neighbourhood, Children and Fire Services, this report **BE RECEIVED** as information.

**PREVIOUS REPORTS PERTINENT TO THIS MATTER**

- CPSC June 16, 2014 Information Request – Ontario Fire Marshal

**BACKGROUND**

Annually, the Office of the Fire Marshal and Emergency Management (OFMEM) requests information from Chief Administrative Officers and Municipal Clerks across the province. The request includes contact information for key municipal officials and the completion of a Municipal/NFPP Fire Protection Profile (Profile). The latter includes fire department profile data, as well as a declaration that the municipality conforms to the requirements of the Fire Protection and Prevention Act (FPPA) and four (4) OFMEM criteria. Fire Marshal’s Communiqué 2014-11 issued May 2, 2014 cites the purpose 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).*

Concerning the municipal and fire department contact information, this report confirms the completion of that review and the transmittal of the requisite information on May 29<sup>th</sup>, 2015.

The Municipal/NFPP Fire Protection Profile (Profile), as noted above, requires the municipality to a) declare its compliance with the FPPA and four other OFMEM requirements, as well as b) provide detailed fire department information. The latter includes, but is not limited to, the type and brand of computer aided dispatch system used, radio frequencies used, staffing levels in each division, as well as inventories of frontline fire apparatus by type and age, self-contained breathing apparatus (SCBA), including the total number of air bottles, and so on. The required information has been updated and is ready for submission.

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) of the Fire Protection and Prevention Act, 1997*”. Clause 2.(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

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*(b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.*

Concerning the requirements of Section 2.(1) of the FPPA, the City of London conforms to the requirements as it has established a Fire Department that provides fire safety education to the public, offers a number of services through its Fire Prevention Division, as well as provides an array of fire protection services through its Fire Fighting Division.

Further to the requirements, the OFMEM also identifies that the minimum acceptable model for compliance includes the following:

- a) Risk assessment;
- b) Smoke and carbon monoxide alarm program that includes home escape planning;
- c) Distribution of public education information and implementation of public education programs; as well as
- d) Fire prevention inspections completed upon complaint or request.

#### Risk Assessment

In 2005, the London Fire Department (LFD) developed a comprehensive risk assessment model. The purpose of a risk assessment is to identify patterns and trends thereby enabling the Department to adjust its fire prevention and education strategies to meet the needs of the community. More recently, the LFD introduced the Environics tool that strengthens its analysis because the output identifies groups with higher incidence of fire. The tool actually predicts where fires are most likely to occur. The analysis includes an extensive review of the building stock, etc. as it pertains to the emergency response model.

#### Programs: Homes Escape Planning, Smoke & CO Alarms

LFD fire safety programs delivered by its Public Fire and Life Safety Educators include a smoke alarm program and home escape planning. Several years ago, the LFD enhanced the program by introducing a residential smoke alarm program delivered by its frontline firefighting crews. The program runs from May until the end of September each year and firefighters visit approximately 9,000 homes annually to ensure residents have the proper number of “working” smoke alarms. In 2015, the LFD updated the program to include carbon monoxide alarms. Firefighters also deliver the “After the Fire” program for the purpose of interacting with neighbouring residents to heighten their awareness of fire safety. Equally important, the LFD is working in partnership with London Hydro who visits up to another 1,000 homes annually.

#### Public Education Program and Distribution of Educational Material

The LFD’s four (4) Public Fire and Life Safety Educators (PFLSE) deliver an extensive public education program that includes the distribution of fire safety information. The PFLSEs deliver 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. Toward this goal, the LFD also leverages its frontline firefighters by involving them in the delivery of fire safety education and distribution of fire safety materials. Leveraging resources through strategic partnerships are also critical components of the public education program. Those partnerships include, but are not limited to:

- Thames Valley District School Board (Risk Watch);
- London District Catholic School Board (Risk Watch);
- London Hydro (Smoke Alarm, Fire Escape Planning and general information); and the
- YMCA (Children’s Safety Village).

The LFD extensively uses various forms of media to advertise fire safety. Last year, the LFD fire safety marketing program received a national award from the Canadian Marketing Association. The same program was previously identified as a provincial “best practice” by the OFMEM. That program continues through to this day. However, the LFD’s increased sophistication in the use of the Environics analytical tool has enabled it to strategically focus its marketing strategies in neighbourhoods of potential risk versus a citywide approach. Early in 2015, the Department

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introduced its “*Our Family to Yours*” safety booklet. The booklet is being distributed at the events noted, as well as through the Smoke/CO Alarm program and After the Fire program. It is anticipated that some 20,000 booklets will be distributed through various means.

**Complaint and Request Inspections**

On the matter of the final requirement, the LFD has conducted complaint and request inspections for well over a decade. Approximately 10 years ago, the LFD introduced a service model requiring Inspectors to attend complaint and request inspections in accordance with Department standards. Those standards remain in place today.

In summary, the City of London meets the Provincial requirements described above. As per Bylaw, A.-7135-235, the Fire Chief will authorize the declaration on behalf of Council. The City Clerk will transmit the information to the OFMEM no later than June 30, 2015.

**Financial Impact**


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

<b>SUMMARY</b>
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Annually, the Province requires Chief Administrative Officers and Municipal Clerks to complete and electronically transmit a Municipal/NFPP Fire Protection Profile and update contact information for key municipal officials. 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 confirms completion of the electronic transmittal of the 2015 contact information for key municipal officials to the OFMEM by May 29, 2015.

Regarding the Municipal/NFPP Fire Protection Profile, Civic Administration also confirms completing the Profile and that the City Clerk will transmit the document to the OFMEM no later than June 30, 2015. In addition to requiring a detailed inventory of fire department equipment, the first part of the form requires that the persons responsible for fire protection services confirm that the municipality meets Section 2.(1) of the *Fire Protection and Prevention Act*, as well as the minimum requirements set forth by the OFMEM and, furthermore, that Municipal Council be made aware of the current level of compliance. The Fire Chief has reviewed the minimum requirements and, through this report, confirms that the municipality is in compliance. As delegated by Bylaw, the Fire Chief will make the declaration on behalf of Council.

<b>RECOMMENDED BY:</b>	<b>REVIEWED &amp; CONCURRED BY:</b>
	
<b>JOHN KOBARDA FIRE CHIEF</b>	<b>LYNNE LIVINGSTONE MANAGING DIRECTOR, NEIGHBOURHOOD, CHILDREN &amp; FIRE SERVICES</b>