

**TOWN OF KINGSVILLE FIRE DEPARTMENT**  
**MASTER FIRE PLAN**

**ORGANIZATIONAL RISK ANALYSIS**

**FIRE PREVENTION**

The Office of the Fire Marshal has identified three "lines of defense" in terms of the overall fire protection for a community:

- Public fire safety education.
- Fire prevention inspections and code enforcement.
- Emergency response.

The philosophy of this strategy is to provide buildings which are as fire safe as possible, to educate residents in fire prevention/fire safety and to provide effective emergency response should the first two strategies fail. While the general public views the fire service as primarily providing emergency response services, the premise of the "three lines of defense" is that the system has failed each time an emergency fire response is required. In support of these lines of defense, the Fire Protection and Prevention Act mandates that municipalities provide specified core services as related to fire prevention-code enforcement and public fire safety education. The mandatory provisions include:

- A recognized residential smoke alarm program.
- Fire inspections and code enforcement upon complaint or request and other inspection services as determined by the needs and circumstances of the community.
- A public fire safety education program.
- Completion of a Simplified Risk Assessment followed by annual review.

In support of these requirements, the Kingsville Fire Department is staffed with a full time Fire Prevention Officer who has successfully completed the Fire Prevention Officer Diploma Program at the Ontario Fire College. The Fire Chief, Fire Prevention Officer and the two Station Chiefs are all Assistants to the Fire Marshal as defined by the Fire Protection and Prevention Act. As well, The Fire Chief has delegated his authorities under the Fire Protection and Prevention Act to the Fire Prevention Officer and the two Station Chiefs.

The purpose of this report is to analyze the current level of service the Kingsville Fire Department is providing in the area of fire prevention and code

enforcement, to identify any gaps existing between the level of service provided and the level of service required and to provide recommendations and options to address mitigating the identified gaps.

The duties of the fire department in terms of fire prevention/code enforcement include:

- Enforcement of the Fire Protection and Prevention Act.
- Inspections and code enforcement as related to the Ontario Fire Code (a regulation under the F.P.P.A.) including inspections due to complaint, inspections due to request, regularly scheduled inspections of specific occupancies and retrofit inspections.
- Business registry inspections.
- Liquor license application inspections.
- Provincial ministry license inspections (day care etc.)
- Commenting, as requested by the Building Department, on Ontario Building Code issues as related to buildings in the municipality.
- Fire cause determination and investigation.
- Commenting on site plan issues as requested by the Planning Department.
- Data compilation and record keeping duties.

### **Inspections and Code Enforcement**

The Office of the Fire Marshal has published standard inspection frequency data based on occupancy. The Town of Kingsville has also been recently inspected by the Fire Underwriters Survey and one of their recommendations was to institute semi-annual inspections of commercial and industrial properties. For purposes of discussion, this report will utilize the Office of the Fire Marshal inspection frequencies as follows for its analysis:

- Assembly Annual
- Institutional Annual
- Business/Personal Service Bi-annual (every two years)
- Mercantile Bi-annual
- Industrial Bi-annual
- Multi unit Residential Annual

The estimated time per inspection is based on the following projected table. Actual times may vary somewhat due to the complexity of the inspection and the number of follow up inspections required to attain compliance. Times are shown in minutes.

<b>TRAVEL TIME</b>	30
<b>FILE SEARCH</b>	20
<b>INSPECTION</b>	30-120
<b>REPORT/RESEARCH</b>	60-120
<b>FOLLOW-UP</b>	30-120
<b>F. S. PLAN REVIEW</b>	30
<b>FIRE PROTECT. SYSTEM REPORT REVIEW</b>	30-60

Based on the building stock for the Town of Kingsville and utilizing the Office of the Fire Marshal standard inspection frequency data, the following table provides an analysis of the estimated time required to complete inspections based on the frequency data provided by the Office of the Fire Marshal.

<b>BUILDING TYPE</b>	<b>FREQUENCY</b>	<b>HOURS</b>	<b>NO. OF BUILDINGS **</b>	<b>TOTAL TIME (HR)</b>	<b>TIME PER YR. (HR)</b>
<b>Assembly</b>	Annual	4.5	61	274.5	274.5
<b>Care/Detention</b>	Annual	6	3	18	18
<b>Business</b>	Bi-annual	4.5	134	603	301.5
<b>Mercantile</b>	Bi-annual	4.5	131	589.5	294.75
<b>Industrial</b>	Bi-annual	4.5	148	666	333
<b>Multi-Resid.*</b>	Annual	5	80	400	400
<b>TOTAL</b>					<b>1621.75</b>

*\* Will include an additional 53 greenhouse locations with multi-unit migrant worker housing, once "retrofit" inspections are complete, for an additional 265 hours per year.*

*\*\*Source: Municipal Property Assessment Corporation-January 2009.*

The total scheduled hours for the Fire Prevention Officer are 1856 per year (after holidays etc). The above table demonstrates that 87% of the scheduled hours per year could be utilized to complete fire inspections as per the standard inspection frequency schedule as recommended by the Office of the Fire Marshal. This will increase to 100% once the retrofit inspections are complete for migrant worker housing (see p. 9-10). The Fire Underwriters Survey report (2008) recommended an even more stringent schedule of semi-annual inspections of commercial and industrial occupancies. The recommendation from their report is as follows:

*“The adoption of mandatory fire prevention inspection frequencies for buildings in the community is progressive. Ideally, the frequency of inspections should be improved so that all commercial and industrial properties are inspected at least semi-annually in order to keep preventable losses at an acceptable level. Increasing the frequency of inspections may require the hiring of additional fire prevention personnel. In addition to conducting building inspections additional fire prevention personnel would also focus on keeping records up-to-date, expand the public education program, become heavily involved in ensuring that adequate fire flows are in place as the community expands, pre-fire planning, etc.”*

The table analyzing the inspection hours by occupancy does not include complaint or request inspections, inspections required under the F.P.P.A., inspections in conjunction with the Building Department or retrofit inspections under the Ontario Fire Code (see p. 9-10). At current staffing levels, the department is only able to perform inspections due to request and complaint plus annual inspections of all schools. Follow-up inspections are often still not completed in a timely fashion. We are still not meeting the O.F.M. standard inspection frequency. A summary of the inspections completed from 2004-2008 is provided in the tables that follow.

**Inspection Comparison 2004-2008**

	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Assembly</b>	29	32	31	34	25
<b>Business &amp; Personal Service</b>	1	7	2	3	11
<b>Mercantile</b>	0	10	6	7	6
<b>Industrial</b>	1	22	4	0	1
<b>Institutional</b>	6	5	5	3	3
<b>Residential</b>	25	45	25	27	29
<b>TOTAL</b>	<b>62</b>	<b>121</b>	<b>73</b>	<b>74</b>	<b>75</b>

### 2004 Inspection Summary

	<b>Fire Safety</b>	<b>Follow</b>	<b>Occupant</b>	<b>Consultation</b>	<b>Other</b>	<b>TOTAL</b>
	<b>Inspection</b>	<b>Up</b>	<b>Load</b>			
<b>Assembly</b>	14	11	1	0	3	<b>29</b>
<b>Business &amp; Personal Service</b>	0	0	1	0	0	<b>1</b>
<b>Mercantile</b>	0	0	0	0	0	<b>0</b>
<b>Industrial</b>	1	0	0	0	0	<b>1</b>
<b>Institutional</b>	2	4	0	0	0	<b>6</b>
<b>Residential</b>	9	12	0	0	4	<b>25</b>
<b>TOTAL</b>	<b>26</b>	<b>27</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>62</b>

### 2005 Inspection Summary

	<b>Fire Safety</b>	<b>Follow-up</b>	<b>Occupant</b>	<b>Consultation</b>	<b>Other</b>	<b>TOTAL</b>
	<b>Inspection</b>		<b>Load</b>			
<b>Assembly</b>	6	22	3	0	1	<b>32</b>
<b>Business &amp; Personal Service</b>	3	4	0	0	0	<b>7</b>
<b>Mercantile</b>	5	5	0	0	0	<b>10</b>
<b>Industrial</b>	11	8	0	1	2	<b>22</b>
<b>Institutional</b>	1	4	0	0	0	<b>5</b>
<b>Residential</b>	12	27	0	2	4	<b>45</b>
<b>TOTAL</b>	<b>38</b>	<b>70</b>	<b>3</b>	<b>3</b>	<b>7</b>	<b>121</b>

### 2006 Inspection Summary

	<b>Fire Safety</b>	<b>Follow</b>	<b>Occupant</b>	<b>Consultation</b>	<b>Other</b>	<b>TOTAL</b>
	<b>Inspection</b>	<b>Up</b>	<b>Load</b>			
<b>Assembly</b>	4	20	6	1	0	<b>31</b>
<b>Business &amp; Personal Service</b>	1	0	1	0	0	<b>2</b>
<b>Mercantile</b>	2	3	0	1	1	<b>7</b>
<b>Industrial</b>	2	2	0	0	0	<b>4</b>
<b>Institutional</b>	1	4	0	0	0	<b>5</b>
<b>Residential</b>	11	14	0	0	3	<b>28</b>
<b>TOTAL</b>	<b>21</b>	<b>43</b>	<b>7</b>	<b>2</b>	<b>4</b>	<b>77</b>

## 2007 Inspection Summary

	<b>Fire Safety</b>	<b>Follow</b>	<b>Occupant</b>	<b>Consultation</b>	<b>Other</b>	<b>TOTAL</b>
	<b>Inspection</b>	<b>Up</b>	<b>Load</b>			
<b>Assembly</b>	8	21	0	1	4	<b>34</b>
<b>Business &amp; Personal Service</b>	2	1	0	0	0	<b>3</b>
<b>Mercantile</b>	5	1	0	1	0	<b>7</b>
<b>Industrial</b>	0	0	0	0	0	<b>0</b>
<b>Institutional</b>	1	2	0	0	0	<b>3</b>
<b>Residential</b>	5	14	0	2	6	<b>27</b>
<b>TOTAL</b>	<b>21</b>	<b>39</b>	<b>0</b>	<b>4</b>	<b>10</b>	<b>74</b>

## 2008 Inspection Summary

	<b>Fire Safety</b>	<b>Follow</b>	<b>Occupant</b>	<b>Consultation</b>	<b>Other</b>	<b>TOTAL</b>
	<b>Inspection</b>	<b>Up</b>	<b>Load</b>			
<b>Assembly</b>	10	12	0	0	3	<b>25</b>
<b>Business &amp; Personal Service</b>	6	4	0	0	1	<b>11</b>
<b>Mercantile</b>	3	3	0	0	0	<b>6</b>
<b>Industrial</b>	0	0	0	0	1	<b>1</b>
<b>Institutional</b>	1	2	0	0	0	<b>3</b>
<b>Residential</b>	15	9	1	0	4	<b>29</b>
<b>TOTAL</b>	<b>35</b>	<b>30</b>	<b>1</b>	<b>0</b>	<b>9</b>	<b>75</b>

*Source: Kingsville Fire Department inspection data.*

For information purposes the following outline is provided as to what a “typical” inspection involves. Depending on the occupancy, other measures may also need to be assessed:

### Fire Safety Inspection Procedure

- ☞ Determine the property to be inspected by correct verified municipal address on the Town of Kingsville’s GIS website.
- ☞ Determine the type of occupancy to be inspected as per the Ontario Building Code.
- ☞ Review the current file for the building if available.
- ☞ Review applicable sections of the Ontario Fire Code and Ontario Building Code if required.

- ☞ Upon arrival, meet with the owner or owner's representative prior to conducting the inspection:
  - Discuss any changes to the building since the last fire safety inspection.
  - Find out what types of fire safety systems the building has (e.g. sprinkler system, fire alarm system, fixed fire protection, etc).
  - Obtain copies of the fire safety system's inspection/testing reports as required under the Ontario Fire Code.
  - Ask to see the building's fire safety plan (if required) and determine if updates are required.
  - Ask to see the records of the checks, tests and inspections that are required under the Ontario Fire Code that pertain to the building being inspected.
  - Have the owner or owner's representative attend the inspection so that they can be educated on any violations found as well to provide access to secured areas of the building.

During the inspection process, Ontario Fire Code Division B Part 2 (Fire Safety) & Part 6 (Fire Protection Equipment) are utilized. Other areas of the Ontario Fire Code may be utilized depending on the type of the building and what the building is being used for. Other areas of the Ontario Fire Code that may be utilized are the following:

- Division B, Part 3 – Fire Safety For Industrial and Commercial Uses
- Division B, Part 4 – Flammable and Combustible Liquids
- Division B, Part 5 – Hazardous Materials, Processes and Operations
- Division B, Part 8 – Demolition
- Division B, Part 9 – Retrofit

The inspection process becomes more involved when the above noted parts of the Ontario Fire Code are utilized as these parts are highly technical and require a thorough knowledge of not only the Ontario Fire Code, but also the Ontario Building Code. For the purpose of discussion, this report will reflect a general fire safety inspection only involving Division B, Parts 2 & 6. The following is what an inspector is looking for during the inspection process:

#### Division B, Part 2

- ☞ 2.2.1.1. – Is the fire separation between major occupancies damaged (e.g. between two different stores in one building)?
- ☞ 2.2.1.1. – Are there any damaged fire separations (eg. furnace room, storage room, etc)?
- ☞ 2.2.3.1. – Are closing devices intact and operating properly?
- ☞ 2.3.2.1. – Is flame resistance of textiles required and when was the last time it was treated (e.g. flame retardant applied to curtains in a school gym)?

- ☞ 2.4.1.1. – *Is there an accumulation of combustible materials that poses a fire hazard?*
- ☞ 2.4.1.5. – *Are dryer lint traps being cleaned out?*
- ☞ 2.4.4.1. – *Are open flames being used?*
- ☞ 2.4.4.1. – *Are extension cords being used as permanent wiring; are there any other electrical issues?*
- ☞ 2.5.1.2. – *Are fire access routes unobstructed?*
- ☞ 2.5.1.4. – *Are fire access routes properly marked as per the Town of Kingsville Traffic By-law 21-2005.*
- ☞ 2.6.1.12. – *Is commercial cooking equipment provided with exhaust and fire protection systems in conformance with NFPA 96 (2001 Edition).*
- ☞ 2.6.1.13. – *Are commercial cooking equipment exhaust and fire protection systems being properly maintained in conformance with NFPA 96 (2001 Edition).*
- ☞ 2.7.1.4. – *Is the occupant load posted in a conspicuous location and is the occupant load correct for this building?*
- ☞ 2.7.1.7. – *Are the exits properly lit and are they obstructed?*
- ☞ 2.7.1.8. – *Is the fire escape being properly maintained?*
- ☞ 2.7.2.1. – *Is the door release hardware functioning properly and installed in the proper locations?*
- ☞ 2.7.3.1. – *Is the exit signage visible and illuminated?*
- ☞ 2.7.3.3. – *Is the emergency lighting being tested monthly and annually? Are there records to prove this?*
- ☞ 2.8.1.1. – *Does this building require a fire safety plan? Is there a fire safety plan on site? Has the plan been approved by the Chief Fire Official? Has the plan been reviewed in the past 12 months?*
- ☞ 2.8.3.2. – *Are fire drills being conducted in accordance with the Ontario Fire Code? Are there records to prove this?*
- ☞ 2.13.2.1. – *Are there smoke alarms installed between each sleeping area and the remainder of the dwelling unit? Are there smoke alarms installed on every storey that does not contain a sleeping area?*
- ☞ 2.15.1.2. – *Is oxygen being stored and handled in accordance with CSA-Z305.12?*

#### Division B, Part 6 (Fire Protection Equipment)

- ☞ 6.2.1.2. – *Are portable extinguishers operable and fully charged?*
- ☞ 6.2.1.3. – *Are portable extinguishers obstructed, in the right place, correctly sized in accordance with the Ontario Fire Code?*
- ☞ 6.2.7.1. – *Are portable extinguishers being maintained and tested in accordance with NFPA 10 (2002 Edition)? Are there records to prove this?*
- ☞ 6.2.7.2. – *Are portable extinguishers being inspected monthly? Are there records to prove this?*
- ☞ 6.3.1.1. – *Are fire alarm system components obstructed?*

- ☞ 6.3.2.2. – *Is the fire alarm system inspected and tested in conformance with CAN/ULC-S536 (daily, monthly and annual)? Are there records to prove this?*
- ☞ 6.4.1.3. – *Are caps on standpipe and hose systems for fire department connections wrench tight?*
- ☞ 6.4.2.1. – *Are hose stations being inspected monthly? Are there records to prove this?*
- ☞ 6.5.1.1. – *Is the sprinkler system inspected and tested in conformance with NFPA 25 (2002 Edition)? Are there records to prove this?*
- ☞ 6.7.1.1. – *Are emergency power systems inspected, tested and maintained in conformance with CSA-C282? Are there records to prove this?*

*When any fire protection system requires inspection, testing or maintenance, a report is required to be submitted to the Kingsville Fire Department for our review. This process has to be in conformance with a standard as outlined in the Ontario Fire Code. Each report has to be reviewed and compared to the standard to ensure that the system in question is in compliance with the Ontario Fire Code. This process can be time consuming and more often than not, requires follow-up phone calls to the contractors who performed this service.*

*The inspector takes his/her notes back to the station and completes a detailed fire safety inspection report which identifies all violations found. This process varies from building to building, however more time is required as the building size increases as well as the number of fire safety systems involved.*

### **Retrofit Inspections**

The Ontario Building Code and Ontario Fire Code are the two most relevant Ontario regulations in terms of building safety. The Ontario Building Code ensures that structures are constructed to standard and that all of the occupant safety measures that form part of the structure are in place prior to occupancy. Once an occupancy permit is issued, the Ontario Fire Code is utilized to ensure that the safety devices and systems that are in place are maintained. In the 1990's it was recognized that many structures existed that were constructed prior to current building codes or even prior to the existence of any building codes. It was identified that some of these occupancies could pose a significant life safety hazard should a fire occur. As a result, the Retrofit section of the Ontario Fire Code was enacted. This section of the code provides the ability to mandate upgrades to existing structures in order to meet current life safety standards. Examples include assembly occupancies, boarding houses, health care facilities, hotels, apartment buildings, and two unit residential occupancies. We have been able to complete the required retrofit inspections of the assembly

and care/detention occupancies. Initial inspections have been completed on the multi unit residential occupancies but follow-up inspections, in some cases, still need to be completed. Of importance to note is the fact that the Kingsville Building Department will become involved in any retrofit inspections that require structural changes or upgrades in that a building permit will be required in order for the building owner to have the work completed.

The most recent impact on the retrofit area of inspections is the direction from the Office of the Fire Marshal that migrant worker housing on greenhouse and agricultural properties falls under the retrofit section of the code. In the past, all agricultural properties were exempt from the provisions of the Ontario Fire Code. This direction will have a major effect on our fire prevention and code enforcement efforts. There are some 74 greenhouse establishments in the Town of Kingsville with 1,484 migrant workers being housed in bunk houses, multiple unit dwellings and other configurations in 53 locations (*Source: Foreign Agricultural Resource Management Service-2009.*). This figure represents 6.9% of the population of the municipality. The process of inspecting these premises and bringing them up to the mandated codes will be monumental and time consuming, potentially taking several years. The potential for a serious life safety threat and negative economic impact should a fire occur in these occupancies, however, compels us to address this issue. In addition, the liability issue of not completing these inspections is of serious concern. Once the retrofit inspections are complete, these 53 occupancies would require regular inspections as multi-unit residential buildings. A compliance strategy, which was initiated with the distribution of an educational CD to all greenhouse growers, has already begun but this endeavour will require a significant amount of additional staff time, commitment and expertise. With current staffing levels only two of these housing arrangements have been inspected and both were due to a complaint being lodged.

### **Provincial Transfer of Responsibilities**

In the recent past, the Office of the Fire Marshal inspected all hotels, motels, and nursing homes. Several years ago, the inspection and code compliance enforcement for these occupancies was transferred to municipalities. Although we do not have a large number of these buildings, there are two that are quite large and require a significant amount of time to inspect-Royal Oak Long Term Care and Country Village (both are nursing homes). Inspections of these occupancies must be completed on an annual basis.

## **Fire Safety Plan Review**

Section 2.8 of the Ontario Fire Code mandates the completion of Fire Safety Plans for specified occupancies in the Town of Kingsville. These plans include:

- Emergency procedures to be followed.
- Appointment and organization of supervisory staff for fire safety matters.
- Instructions to supervisory staff and building occupants on their responsibility in fire safety matters.
- Procedures for holding and recording of fire drills.
- Control of fire hazards in the occupancy.
- Testing and maintenance of building facilities provided for occupant safety.
- Provision of alternative measures for safety during any shut down of fire protection equipment and systems.
- Instructions, including schematic diagrams, describing location, operation and type of building emergency systems.

The Fire Prevention Officer has prepared a template on the department website which provides a guideline for building owners to follow when completing these plans. The main impact for staff in Fire Safety Plans is that each plan must be reviewed and approved by the chief fire official prior to its adoption and following any subsequent changes. The amended 2007 version of the Ontario Fire Code also mandates an annual review of these plans. This is an important but often time consuming task and we are not able currently to process these approvals in a timely fashion.

## **Fire Cause and Origin Determination**

The Office of the Fire Marshal for the province must be notified of and, if they deem necessary, will investigate all fires meeting the following criteria:

- Loss of life or serious injury which may result in loss of life.
- Suspected incendiary.
- Gaseous explosion.
- Loss over \$500,000.
- Fires of unusual origin or circumstance.
- Multi unit residential occupancies where fire has spread past the unit of origin.
- Any fire involving an illegal drug grow operation or clandestine drug laboratory.

As stated, the Office of the Fire Marshal may choose not to attend these scenes based on their availability of investigators. In cases where they do not attend these scenes and for all other fire losses, the determination of fire cause is now the responsibility of the municipality. The Fire Prevention Officer has produced a template in order to make this task smoother. As with all tasks such as this, additional training of personnel was necessary and several personnel have completed additional training in order to assist. Fire cause investigations must now be much more detailed than in the past and may involve such activities as taking and logging photographs, preparing line drawings, collecting samples for analysis and procuring witness statements. These culminate in a comprehensive report that is kept on file and may be used for court purposes. The Fire Prevention Officer is currently tasked with co-ordinating these investigations. It is difficult to determine the total amount of time required each year for this activity as it is dependent on the number and seriousness of fire incidents. When major incidents occur, however, a significant amount of time is required in order to complete the cause and origin investigation effectively and the investigation takes precedence over all other fire prevention activities. The accepted standard used by the courts for fire investigators is the National Fire Protection Association 1033. Although we have staffed trained in fire investigation and cause determination, we do not currently have any staff trained to the N.F.P.A. 1033 level.

### **Smoke Alarm Compliance Enforcement**

The Ontario Fire Code mandates the installation and proper maintenance of smoke alarms on each level of a residential occupancy and outside of all sleeping areas. This requirement is now enforceable under the Provincial Offenses Act (Part 1) with a ticket in the amount of \$235. The Office of the Fire Marshal is strongly encouraging fire departments to exercise this mandate and issue tickets where appropriate to do so as a means to bring awareness of the needless deaths by fire in residential occupancies. The issuance of such tickets will result in time required to follow up to ensure compliance and possible court time where tickets are disputed. This will necessitate staff time to deal with these issues. The department has kept detailed statistics on smoke alarm inspections and enforcement since July of 2008. During the last six months of 2008 there were 55 smoke alarm inspections completed. Of these, only 62% of the residences were compliant with the Ontario Fire Code smoke alarm mandate prior to the inspection. In 95% of the cases, the residence was compliant prior to the department leaving the location. The 5% not compliant were due to residences being left vacant following a fire or the residents not remaining in the home

following the departure of the fire department and agreeing to install the smoke alarms prior to their return. Of cause for concern is the fact that in 38% of the cases, the residence was not in compliance prior to the fire department attending.

### **Court Proceedings**

Historically, the department has received reasonably good co-operation from building owners with respect to compliance with the Ontario Fire Code. However, cases sometimes occur where the only alternative to achieve compliance is through the laying of charges and court proceedings. As well, the Office of the Fire Marshal is adopting a stance of laying charges immediately on violations which constitute a serious life safety hazard. This process involves documentation prior to the laying of the information, swearing the information before a Justice of the Peace, preparation of a crown brief (which includes a history of the case to that point, all documentation including detailed descriptions of the offenses and their effect on life safety, and photographs of the site and offences), and actual court time. As this involves court proceedings, accuracy and attention to detail are very important. Additionally, it appears as though the focus of the Office of the Fire Marshal is beginning to shift toward proceeding with charges on a quicker time line than in the past. The courts are recognizing the life safety implications of non compliance and significant numbers of charges are being upheld, sizeable fines are being levied and, in some cases, building owners are being jailed. As with other processes such as this, staff time for a court proceeding is significant and is driven by the schedule of the courts.

### **Operational Guidelines**

The fire service has used operational guidelines for suppression division activities for many years. The guidelines, while flexible due to circumstances, outline the "way we operate" for most day-to-day activities and the procedures normally followed. Recently the department completed operational guidelines for fire prevention activities as follows:

- Inspections.
- Immediate Threats to Life.
- Complaint Inspections.
- Legal Procedures.
- Fire Cause Investigation and Fire Cause Determination.
- False Alarms.
- Fire Searches.

**Interoperations with the Building Department**

The fire department and building department have worked well together to ensure building and occupant safety. There have been occasions, however, when clearer lines of communication during change of occupancy and bylaw enforcement activities would have been of benefit. The Fire Chief and Chief Building Official have met to discuss these issues and the consensus was that a form be developed whereby the fire department provides written comments to the Building Department where a change of use permit is requested or a bylaw enforcement issue which could affect fire safety surfaces. This form has yet to be developed but will be of benefit once it is completed.

**Staffing Comparisons**

The following table is provided for purposes of information listing the full time staffing levels of Essex County Fire Departments.

DEPARTMENT	CHIEF	DEPUTY or ASSISTANT	INSPECTOR	OFFICE SUPPORT	SUPPRES-SION	TOTAL
Amherstburg	1	1	1	1(shared)	3	7
Essex	1	0	1	1(shared)	0	3
Kingsville	1	0	1	0.6	0	2.6
Lakeshore	1	2	1	1	0	5
LaSalle	1	1	1	0	5	8
Leamington	1	2	1	1	0	5
Tecumseh	1	1	1	1	0	4

Statistics were also obtained from the Office of the Fire Marshal and a staffing comparison was made for municipalities with populations from 15,000 to 25,000. The average 2008 totals for the municipalities in this population range are as follows (see page 15 for full statistics).

Volunteer Personnel	61
Full Time Personnel	7
Part Time Personnel	0.24
Population	18,668
Land Area	288 sq. km.

***Staffing figures do not include office support staff.***

The full table is provided as follows for detailed information purposes.

<b>FIRE DEPARTMENT</b>	<b>VOL</b>	<b>FT</b>	<b>PT</b>	<b>POP'N</b>	<b>LAND AREA</b>
Amherstburg Fire Department	60	5	1	21748	185.6482
Bracebridge Fire Department	34	2	1	15652	617.4155
Bradford West Gwillimbury Fire	29	12	0	24039	201.0284
Brockville Fire Department	0	33	0	21957	20.7375
Centre Wellington Fire Department	53	2	1	26049	407.3271
City of Thorold Fire Department	122	17	0	18224	83.0013
Clarence-Rockland Fire Department	68	0	1	20790	296.5321
Cobourg Corporation Town Fire Department	16	15	0	18210	22.3716
Collingwood Fire Department	16	19	0	17290	33.4561
East Gwillimbury	87	3	0	21069	245.0581
Essa Township Fire Department	50	1	0	16901	279.566
Essex Fire & Rescue Services	63	2	0	20032	277.9472
Greater Napanee Town Fire Department	38	9	0	15400	459.706
Huntsville Town Fire Department	60	4	0	18280	703.2257
Kenora Fire & Emergency Services	45	13	0	15177	210.9057
King Fire & Emergency Services	108	2	1	19487	333.0384
<b>Kingsville Fire Department</b>	<b>56</b>	<b>2</b>	<b>0</b>	<b>20908</b>	<b>246.8398</b>
Lincoln Fire Rescue and Emergency Services	102	3	0	21722	162.8588
Loyalist Township Fire Department	96	3	0	15062	340.0235
Middlesex Centre Fire Department	110	1	0	15589	588.0519
Midland Fire Department	18	13	0	16300	29.0894
Oro Medonte Fire & Emergency Services	150	3	0	20031	586.6499
Owen Sound Fire & Emergency Services	0	30	0	21753	24.2199
Port Colborne Fire and Emergency Services	53	14	0	18599	121.9683
Port Hope Fire Department	56	2	0	16390	278.9727
Scugog Township Fire Department	54	5	1	21439	474.6299
Smith-Ennismore-Lakefield-Fire Department	88	2	1	17413	318.7667
South Frontenac Fire & Rescue	139	1	0	18227	941.2848
Springwater Fire & Emergency Services	90	3	0	17456	536.3023
Strathroy/Caradoc Fire Department	64	1	0	19977	274.1851
Tecumseh Fire Rescue Services	36	3	0	24224	94.7097
Uxbridge Township Fire Department	37	2	0	19169	420.653
Wasaga Beach Town Fire Department	20	15	0	15029	58.4281
Whitchurch-Stouffville Fire Department	40	18	0	24390	206.7391
Wilmot Township Fire Department	75	1	1	17097	263.7324
Woolwich Township Fire Department	131	1	1	19658	325.9984
<b>AVERAGE</b>	<b>61.1</b>	<b>7</b>	<b>0.24</b>	<b>18,668</b>	<b>288</b>

*Source: Office of the Ontario Fire Marshal*

**Options and Recommendations:**

The Master Fire Plan Steering Committee suggests that there are three options which municipal council should consider regarding fire prevention risks within the community. The options and final recommendations of the committee are as follows:

**Option #1:**

Council adopts a fire inspection policy which reflects that all inspections due to request or complaint are completed and that the Office of the Ontario Fire Marshal Standard Inspection Frequency is adopted and that staff be increased in 2009 by two full time inspectors and, further, that the office support staff hours be increased by 11 hours per week to full time in order to accomplish the same. This option would include completion of the migrant worker housing retrofit inspections over an estimated 5 year time period. It is estimated that the addition of the noted positions would provide adequate staffing needs for a minimum 10 year period.

**Option #2:**

Council adopts a fire inspection policy which reflects that all inspections due to request or complaint are completed and that a standard regular inspection frequency is adopted as follows:

Schools	Annual
Nursing Homes and Rest Homes	Annual
Multi Unit Dwellings (including migrant worker housing)	Bi-annual
Assembly Occupancies	Bi-annual

and that staff be increased in 2009 by one full time inspector and, further, that the office support staff hours be increased by 11 hours per week (to full time) in 2009 to accomplish the same. This option would include completion of the migrant worker housing retrofit inspections over an estimated 5 year time period. It is estimated that the addition of the noted positions would provide adequate staffing needs for a minimum 5 year period.

**Option #3:**

Council adopts a fire inspection policy which reflects that only inspections due to request or complaint are completed and that no occupancies will be inspected on a regular basis and, further, that no fire prevention staff or office support hours will be added to the fire department. This option will result in migrant worker retrofit inspections only being completed upon request or complaint.

- ***Recommendation #1: Increase fire department staffing by one inspector in 2009 with the understanding that the current contract position will be terminated upon the filling of the position and, further, that future consideration be given to the office support staff hours being increased by 11 hours per week and, further, that municipal council adopt a fire inspection policy of completing all fire inspections due to request or complaint as well as the following other occupancies based on the frequencies noted:***
  - *Schools-annually,*
  - *Nursing Homes/Rest Homes-annually,*
  - *Multi Unit Dwellings (including migrant worker housing)- every two years.*
  - *Assembly occupancies-every two years.*

*This recommendation is also based on the assumption that the retrofit inspections of migrant worker housing will be completed in a suggested five year period. The recommendation is also based on the assumption that the staff additions will serve the staffing needs of the department for a minimum five year period.*
- ***Recommendation #2: Adopt a policy whereby there is no charge to the building owner for an initial fire safety inspection or the initial follow-up where compliance has been achieved. Amend the municipal fees bylaw to reflect that a fee of \$100 per inspection be levied for any inspection required to gain compliance in addition to the aforementioned initial inspections.***
- ***Recommendation #3: In consultation with the Kingsville Building Department, complete the "comment form" for fire department input to change of use and bylaw enforcement issues which may have an impact on fire safety.***
- ***Recommendation #4: Train two additional fire department staff to the National Fire Protection Association Standard 1033 on Fire Investigation and Cause Determination by 2011.***