

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Tuesday, March 20, 2018				Report Date	Thursday, March 15, 2018			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>OFMEM Fire Service Review Report - #20/03/2018/1201</b>									

**Subject:**

Staff comments on the Ontario Fire Marshal and Emergency Management Fire Protection Services Review

**RECOMMENDATION:**

That Council adopt the following resolution accepting the report and providing direction to staff.

**WHEREAS** the Ontario Fire Marshal and Emergency Management have completed an investigation and report into the fire service being provided by the municipality;

**AND WHEREAS** staff have reviewed the recommendations and have provided a plan to address the outstanding issues;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to follow the plan as outlined in the report to council #20/03/2018/1201.

**BACKGROUND/EXECUTIVE SUMMARY:**

5. This review has determined that the United Townships of Head, Clara and Maria has met its responsibilities with respect to 2.(1)(a) of the *FPPA* and the minimum expectations of the OFMEM.
  
6. This report provides 13 recommendations to assist with maintaining an effective level of legislative compliance and to optimize the fire protection service delivery model. Some recommendations apply to multiple report sections. Two appendices have been created:
  - Appendix 1: “Legislation and Principles”
  - Appendix 2: “Head, Clara and Maria Review Recommendations”
  
8. It is the responsibility of the municipal council of the United Townships of Head, Clara and Maria to ensure continued legislative compliance. The OFMEM will provide advice and assistance throughout implementation of the recommendations contained in this report.

As noted above, staff have met the municipality's legislative requirements.

Most of the recommendations within the OFMEM report include developing policies and guidelines. With no staff dedicated to any one task, policies and guidelines are pretty useless in such a small municipality. Those who have obligations complete them as frequently or in this case as infrequently as required. The number of fires we experience in HCM are few and far between.

Infrastructure does not include special occupancies or multi-level buildings etc. Most properties are single family dwellings.

Communications with the Ministry of Natural Resources and Forestry ensure compliance with the Forest Fire Protection Act.

In order to improve upon current practices, staff recommend the following changes to meet OFMEM guidance.

## Fire Services Work Plan 2018

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The recommendation numbers below refer to recommendations from the *OFMEM Review of Fire Protection Services In the United Townships of Head, Clara & Maria Document dated February 21, 2018, 4798 – 2018 Head, Clara and Maria.*

### Recommendation #1

- Staff will create a form to ensure annual compliance with the completion of the annual fire risk assessment.
- When job descriptions are updated, a line indicating that the Community Fire Safety Officer and the Clerk/CAO are both to be appointed as Assistant to the Fire Marshal and are responsible for all aspects of compliance with OFMEM legislated requirements for the municipality.
- As stated at the interview, this municipality is so small and has so little growth that any changes are known through simple common knowledge without having to perform an annual assessment. We have little industry, no high risk buildings and little change in use. Not much changes on a year to year basis. We will begin to record this review on an annual basis.

### Recommendation #2

- By-laws will be reviewed as time allows ensuring they are up to date.

### Recommendation #3

- Staff can advise Council when OFMEM training sessions are to be held in the area for attendance. The Clerk has attended in the past. Notice is normally provided to council through the correspondence package and to date has not been attended.

### Recommendations #4, 5, 7, 10, 11

- Most of these recommendations include the creation of policies and guidelines which are required in larger communities but are not necessary in smaller ones. We do not have buildings that require specialized services such as fire safety plans etc. From a cost/benefit analysis, they seem like a make work project.

### Recommendation #6, 8

- A form has been created to supply the dates of each type of advertising and/or education provided so that due diligence can be proved upon request.

### **Recommendation #9, 12, 5<sup>2</sup>**

- Staff will contact the OFM office and arrange for training for holders of Assistant the Fire Marshal cards to ensure understanding of their legislative requirements. Bob, as Captain in Laurentian Hills Fire Department and Deputy Fire Chief for the Town of Deep River is adequately trained for our requirements. Things will change once he is no longer the Community Fire Safety Officer for the municipality. More education, training and oversight will be required once a less trained individual is in that position.

### **Recommendation #13**

- Suggests a time-line to ensure compliance. It is staff recommendation that the forms be brought into use immediately.
- With limited staff and conflicting demands on time, policy development will take a low priority. By-law review will occur once the new council comes on board in 2019. Staff will contact OFMEM for assistant to the fire marshal training to occur as soon as they are able to provide it. If desired, perhaps members of council can sit in on training as well.

### **Options/Discussion:**

Does council wish to have someone from the OFMEM come to address these concerns? Staff have created an outline above to deal with the recommendations from the report.

### **Policy Impact:**

Amends current policy. Meets some recommendations of OFMEM. The municipality is currently compliant with the legislation.

### **Financial Considerations/Budget Impact:**

None

### **Others Consulted:**

Robert Labre, Community Fire Safety Officer

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

