**ATTACHMENT 1**

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| **Corporate Policies and Procedures** | | | |
| **DEPARTMENT: Fire Department** | | | **POLICY Number:**  **P-FD-19-01** |
| **POLICY NAME: Fire Prevention** | | | |
| **DATE:**  **September 2019**  **REPORT:**  **2019-FD-001** | **REVISION DATE:**  **September 19, 2019** | **APPLICABLE TO:**  **Members of Council**  **APPROVED BY:**  **Council, September 25, 2019** | **PAGE NUMBERS:**  **1 of 7** |

**Purpose**

To establish policies and procedures for fire department personnel for fire prevention, public education programs and activities as a primary means of protecting lives and property from fire.

To maintain compliance with the minimum fire prevention and public education activities as required by the Fire Protection and Prevention Act (FPPA).

**General**

This Fire Prevention Policy has been reviewed and approved by the Municipal Council of the Town of Deep River and is applicable in its entirety for the whole municipality.

The Fire Department of Deep River, being duly appointed by Municipal Council shall report to the Fire Chief and will be responsible for the administration and delivery of all of the fire prevention activities, programs and to fulfill the requirements of this Fire Prevention Policy.

The Fire Chief, and or his/her designate, shall report to the Municipal Council on all Fire Prevention activities, inclusive of but not limited to, public education programs, inspection programs, fire investigations, recommendations or changes to any programs, as applicable, and any changes to the Community Risk Assessment for the Town of Deep River, quarterly and/or upon request.

O. Reg. 378/18 requires that municipalities and fire departments review their community risk assessment at least once every 12 months to ensure it continues to accurately reflect the community and its fire and emergency risks. These reviews will help to identify any changes in the mandatory profiles that may result in a change in risk level, or a change in the type or level of fire protection services the fire department determines necessary to address the risks. This will help to ensure that the fire protection services continue to be evidence-based and linked to the identified risks.

**Fire Prevention Records Keeping and Risk Assessment**

Current records relating to all fire prevention activities and public education programs must be prepared and retained. These records include:

* + - Emergency response statistics using the current Office of the Fire Marshal Standard File Incident Report;
    - Fire Investigations;
    - Fire prevention inspection program that includes complaints, requests, mortgage and resale, licensing, and other inspection types;
    - Home inspection program;
    - Smoke alarm and Carbon Monoxide inspection program;
    - Distribution of Public Fire Safety information and media releases;
    - Public displays, fire station tours, etc.;
    - Lectures, demonstrations, presentations to the public;
    - Simplified risk assessment and other needs analysis processes containing a current community profile identifying current public education and prevention needs.

**Risk Assessment**

The simplified risk assessment will be reviewed annually and updated as required, not to exceed every three (3) years and programs modified as appropriate.

**Public Education Programs**

The Deep River Fire Department will provide fire prevention education programs within the community in accordance with the priorities identified in the community’s simplified risk assessment priority setting worksheet, that may include; but are not limited to:

* + - Older and Wiser Program (fire safety program for older adults);
    - Alarmed for Life Program (community smoke alarm program);
    - TAPP-C Program (The Arson Prevention Program for Children);
    - Kitchen Care Program;
    - The Safe Student Accommodation Program.

In addition to these programs, social, service and special interest groups may request and/or the Deep River Fire Department may initiate and provide fire safety related presentations, demonstrations, tours of fire stations, specific program courses for clubs, cubs, guides, babysitters, and fire safety orientation for boarding, rooming and lodging occupancies and employee fire safety/emergency procedures education.

Appropriate fire safety education materials, and voice and print media public service announcements will be distributed in an effective manner to address fire and safety issues and concerns based upon local needs and circumstances (utilization of OFM public education inclusive of seasonal messages and media resources)

Evaluations of the effectiveness of fire prevention programs are essential to ensure the most appropriate use of the community’s resources. Regular evaluation for the evaluation of the effectiveness of all fire prevention and public education programs will be an on-going function for the Deep River Fire Department.

**Inspections and Enforcement**

Fire Prevention Inspections are to be conducted for all complaints received by the fire department containing reports of potential Fire Code violations and/or potential fire hazards, and for all requests for inspections to assess fire safety.

Where the fire department receives a complaint on any premise or building in the municipality, the inspection shall be given priority, and conducted as soon as practical under authority of the Fire Protection and Prevention Act regardless of the frequency established in this Fire Prevention Policy.

It is the objective of the Deep River Fire Department to conduct fire prevention inspections of occupancies at the frequency indicated below and as identified by the simplified risk assessment:

***FIRE PREVENTION INSPECTION SCHEDULE***

**OCCUPANCY TYPE FREQUENCY**

***Assembly Occupancies (A)***

Schools Annually

Recreation Centers (Arenas) Annually

Curling/Golf Centers Annually

Licensed Premises Every two years

Nursery/Day Care Facilities Annually

Churches Every two years

Special Occasion Permits Upon request

***Institutional (B)***

Hospitals Annually (as per OFC)

Nursing Homes Annually (as per OFC)

Homes for Special Care Annually (as per OFC)

***Commercial or Business (D & E)***

Mercantile Upon request/complaint

Business/Personal Service Upon request/complaint

***Industrial (F)***

Factories or Complexes Annually

***Residential (C)***

Apartments regulated by OFC Part 9 Upon request/complaint

Home Inspection Program Voluntary/requests/complaints

Hotels/Motels (Including those regulated by Part 9) Annually

Additional Fire Prevention Inspections may be conducted of any occupancy or building as deemed necessary to address the needs and circumstances of the community or a targeted risk.

Where a fire has occurred, the Deep River Fire Department may inspect the property to ensure compliance with the Ontario Fire Code or any provisions under the Fire Protection and Prevention Act.

Appropriate action will be taken to ensure the elimination of serious fire hazards, immediate threats to life from fire, and to enforce the Fire Code under the authority and in accordance with the provisions outlined in the Fire Protection and Prevention Act.

**Compliance Strategies for Smoke Alarms**

As a result of many recent fire tragedies in Ontario, and through recommendations from the Office of the Fire Marshal, the Deep River Fire Department will adopt a zero-tolerance approach, under certain circumstances, when it comes to enforcing Fire Code smoke alarm and carbon monoxide alarm requirements. The following compliance and enforcement strategies shall be utilized as part of the zero-tolerance approach:

* + - ***Fire Department Emergency Response:*** In situations where the Fire Department has responded to a residential dwelling, a check to ensure the home is in compliance with the Fire Code may be made. In situations where a fire has occurred and lives have been put at risk, a warning to the homeowner may not be sufficient if the home is not in compliance with the requirements. In these situations, the Fire Department may choose to issue a ticket under Part I of the Provincial Offences Act (POA) or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket;
    - ***Enforcement Strategies for Homeowners:*** Whenever a home is found to be non-compliant with the Fire Code smoke alarm or carbon monoxide alarm regulations all efforts and strategies shall be used to gain compliance. If however the homeowner refuses or fails to comply, or has been found to have been in non-compliance previously, a Certificate of Offence may be completed and an Offence Notice (ticket) issued to the homeowner under Part I of the POA.;
    - ***Enforcement Strategies for Landlords:*** Landlords who are found to be negligent in providing and maintain smoke or carbon monoxide alarms for their rental dwelling units as determined through routine inspections or through a fire department response to an actual fire, may be automatically issued a ticket under Part I of the Provincial Offences Act (POA) or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket;
    - ***Enforcement Strategies for Tenants:*** Tenants in multi-unit rental accommodation who disable smoke or carbon monoxide alarms are not only putting themselves at risk, but also tenants in neighbouring units. Experience has shown that removing batteries or otherwise tampering with smoke or carbon monoxide alarms is often a common response to nuisance alarms. Tenants who admit to removing batteries or otherwise disabling a smoke or carbon monoxide alarm may be automatically issued a ticket under Part I of the Provincial Offences Act (POA) or lay an information under Part III of the POA and pursue a fine higher than allowed for the ticket;

Education is a critical component to helping ensure homeowners are educated about smoke alarm types, carbon monoxide alarms, placement, installation, maintenance, and home escape planning. In addition, they must also be informed of the Fire Code requirements and the consequences for non-compliance. Through this policy all efforts will be made to seek voluntary compliance. That said, there will always be those who do not comply with the regulations, and the fire department must be prepared to enforce them. It is however important to recognize that the individual circumstances of each case must be taken into consideration, and that the fire department will exercise discretion and flexibility in their approach.

In all instances where the occupancy lacks the required installation of working smoke alarms, the Deep River Fire Department may provide the homeowner, occupant or tenant with a working smoke alarm and may recover any associated costs in accordance with the municipal fee structure.

**Open Air Burning**

Open air burning is regulated under Ontario Regulation 213/07 and is not permitted except with the approval of the Chief Fire Official and/or his/her designate, or unless such open-air burning is done in accordance with Subsection 2.4.4.4 of the Ontario Fire Code.

**Fireplaces and Solid-Fuel-Burning Appliances and Equipment**

The fire department does not inspect existing installations of fireplaces and solid-fuel-burning appliances and equipment for compliance. Qualified contractors are available to carry out these types of inspections.

**Requested Inspections for Change of Ownership**

Inspections will be conducted within a reasonable period of time when requested by the purchaser’s solicitor and only where written authorization has been obtained from the owner or the owner’s agent to inspect and release inspection results. Fees for conducting these inspections and issuance of compliance letters and reports will be charged in accordance with established municipal fee structure.

**Investigation of Fires**

The Fire Chief and/or members of the fire department delegated by the Fire Chief shall investigate the origin and cause of all fires within the municipality.

All assistants to the Fire Marshal shall notify forthwith the Provincial Emergency Operations Centre (PEOC) Duty Officer, Office of the Fire Marshal and Emergency Management (OFMEM) at 1-800-461-2281 (toll free) of all incidents that meet the following criteria:

* Fires resulting in either a fatality or serious injury requiring person(s) to be admitted as in-patient(s) to a hospital (it is the responsibility of the fire department to make every reasonable effort to confirm the status of injured persons transported to hospital prior to the release of the fire scene);
* Explosions (where the explosion is the primary event);
* Fires suspected of being incendiary (criminal). These fires must also be reported to the Police authority having jurisdiction;
* Fires where the loss is significant to the community;
* Fires of unusual origin or circumstances;
* Fires resulting in unusual fire/smoke spread;
* Fires involving circumstances that may result in widespread public concern (e.g. environmental hazard);
* Fires in multi-unit residential occupancies where fire spread is beyond unit of origin or where suspected Fire Code violations have impacted on the circumstances of the event; and
* Fire involving clandestine drug operations or marijuana grow operations.

**Fees for Services**

Fees may be charged for any or all of the above referenced services in accordance with the Municipal Fees By-Law.

**Summary**

This policy provides for the participation of all members of the department in fire prevention and public education activities, during available hours and also addresses the types of inspection services that have been approved by Council. It is intended as an affirmative direction to the Fire Chief, all fire department personnel, and the public.