FIRE CHIEF
STAFF REPORT
Open Report

Report to:	Mayor Ferguson and Members of Council
From:	Jeff McArthur, Fire Chief
SUBJECT:	Monthly Fire Report – January 2019
Presented to Council:	February 14, 2019

Departmental Summary:

Equipment/Stations

Repairs/Maintenance: Pumper 3 Annual MTO Inspection, Annual SCBA Bottle & Fire Extinguisher Inspection

Purchases: Sector Vests, First Responder training material

Financial Implications: no notable implications

Training

BFR Topics:

- Annual PPE Inspection & SCBA Review
- Lambton EMS Ambulance visit & procedural review with paramedics

Other Training:

- Red Cross First Responder Course
  - 5 days over 2 weekends
  - 3-year Recertification Cycle
  - 14 BFR members attended including 6 new recruits
- BFR Alvinston Station hosted Lambton County Mutual Aid Trainers meeting

Fire Calls

Alvinston Area

- 5 calls
  - Structure Fire – abandoned house
  - Alarms Sounding
  - 2 - Medical Assists
  - MVC

Inwood Area

- 1 call
  - Medical Assist

OFMEM Review Recommendation Status Updated November 15, 2017, Updated February 8, 2019

1	The MBA shall ensure the completion and annual review of the municipal fire risk assessment and revision as required	Not completed
2	The Municipal Council of Brooke-Alvinston should ensure that all positions have job descriptions which reflect duties and responsibilities.	Fire Chief Job Description complete and recruitment in process New organizational chart is in bylaw – job descriptions next priority, FC has obtained examples from various departments Job Descriptions completed in draft form, reviewed by BFR Officers, to be finalized.
3	The Municipal Council of Brooke-Alvinston shall ensure the ongoing development, revision, implementation and maintenance of policies and operating guidelines, consistent with legislative requirements, industry standards and best practices, for all approved core services.	PTSD policy prepared and submitted SOG's remain in draft form – no change since review period FC has obtained several dozen SOGs on a wide array of topics for reference – will be updating current draft SOGs and developing a number of new SOGs before the end of the year FC has implemented 16 new and updated policies and guidelines. Firefighters review and sign off on them at training.
4	The Municipal Council of Brooke-Alvinston should ensure consistency and standardization for the fire service across the municipality.	Council resolution to progress to 1 fire service with two stations Fire Chief to start July 31, 2017 In progress – PPE – bunker gear, helmets, accountability tags, officer structure/org chart, SCBA bottle service, 2018 training schedule have been standardized The above has all been standardized.
5	The Municipal Council of Brooke-Alvinston should ensure their establishing and regulating bylaws, including organizational structure and core services, are reviewed, updated and implemented.	Fire Agreement to be updated as Enniskillen township requested right to withdraw from agreement effective Jan. 2019 Moving towards automatic aid agreement with Enniskillen New E&R bylaw including an updated organizational structure and listing of core services was presented at October 26, 2017 Council Meeting E&R bylaw was updated and passed on January 25, 2018
6	The Municipal Council of Brooke-Alvinston should ensure fire-related bylaws are developed, reviewed, implemented, and enforced based on the municipality's requirements. These bylaws should be regularly reviewed, and revised as required.	Open burn permits enforced municipal wide through approval process Fire related bylaws have been reviewed. Fire related bylaws continue to be reviewed.

7	The Municipal Council of Brooke-Alvinston shall ensure that all agreements pertaining to the fire service reflect current practice, are authorized by bylaw and carried out according to their terms and conditions.	Working on a renewed fire service agreement due to withdrawal of Enniskillen Township; Both administration are discussing automatic aid. Agreement with Enniskillen passed in 2018 (By-law 47 of 2018) Agreement with Warwick presented February 14, 2019 for approval
8	The Municipal Council of Brooke-Alvinston should ensure the creation and implementation of a workload management system which sets priorities based on fire and life safety risks.	Currently in the works internally
9	The Municipal Council of Brooke-Alvinston should ensure the development and implementation of succession planning for the fire service, including enhanced opportunities for staff learning and development plans as well as formal performance reviews.	The need for a performance review of fire department personnel has been identified. Ongoing offering of fire officer training courses. BFR Firefighter Performance Evaluation forms implemented.
10	The Municipal Council of Brooke-Alvinston shall ensure that municipal fire hydrants are inspected, maintained and tested, according to the provisions set out in the *Fire Code*	Fire hydrants have been tested, inspected and flow tested with colour coding in place (August 2017) Reflective colour coded hydrant markers added in October 2017
11	The Municipal Council of Brooke-Alvinston, administration and fire service leaders should attend an OFMEM led session on legislative requirements, risk and liability management and best practices for the fire service.	In 2015 Mayor McGugan, Deputy Mayor Hayter, IFD Chief Howlett and Clerk Administrator attended In attendance for 2016 Essentials of Municipal Fire Protection & Emergency Management: Clerk Administrator, Councillor Douglas, AFD Chief McCabe, AFD Deputy Chief Redick; IFD Deputy Chief Douglas Scheduled to attend in March 2019:Mayor Ferguson, Councillors Douglas & Nemcek, Janet Denkers
12	The Municipal Council of Brooke-Alvinston should ensure that all fire service personnel are trained and competency is maintained to carry out all responsibilities	IFD members formally notified that internal structure fire calls cannot be responded to due to lack of training A plan has been put in place to address the internal fire call restriction. 2018 training schedule reflects standardized training across the municipality. Training has been standardized across the municipality and minimum training policies established.
13	The Municipal Council of Brooke-Alvinston shall ensure that fire service records management systems and retention practices meet legislative and municipal bylaw requirements.	In progress; Office space is allotted in municipal office for transfer of files Plan in place to move both Inwood and Alvinston Station's firefighter training records to the municipal office. Training records stored in FC office at municipal office.

14	The Municipality Council of Brooke-Alvinston shall ensure an audit is conducted of all fire service records to confirm compliance with municipal bylaws, legislative requirements and the *Fire Code*.	
15	The Municipal Council of Brooke-Alvinston should ensure the provision of adequate resources for modern and effective records management across the fire service.	FC acquiring information on electronic records management system – ie. FirePro and will budget accordingly in 2018. FirePro software has been purchased to assist with records management (2018 budget).
16	The Municipal Council of Brooke-Alvinston shall ensure the development and implementation of public fire safety education programs based on a current fire risk assessment, response and fire investigation data.	
17	The Municipal Council of Brooke-Alvinston shall ensure the development and implementation of a comprehensive carbon monoxide and smoke alarm program, including home fire escape planning.	Public Education on this subject matter provided through various media and special events is ongoing An 'early spring' door-to-door campaign is planned Ongoing public education on smoke and carbon monoxide alarms. Door-to-Door campaign established.
18	The Municipal Council of Brooke-Alvinston shall ensure consistent application of the enforcement options available under the *FPPA* and the *Provincial Offences Act.*	
19	The Municipal Council of Brooke-Alvinston should ensure fire and life safety concerns are adequately assessed, and that a complete fire safety inspection is promptly conducted when required.	
20	The Municipal Council of Brooke-Alvinston shall ensure chief fire official approval of fire safety plans.	
21	The Municipal Council of Brooke-Alvinston should ensure the development of pre-incident	

	plans following industry standards and best practices; and access to these plans en route to a scene for all responding personnel.	
22	The Municipal Council of Brooke-Alvinston should ensure rules of evidence are followed in all fire investigation and *Fire Code* enforcement activities.	
23	The Municipal Council of Brooke-Alvinston shall ensure that all staff conducting fire investigations are delegated this authority by the fire chief, according to the provisions set out in the *FPPA*.	FC and Senior BFR Officers are current Assistants to the Fire Marshal.
24	The Municipal Council of Brooke-Alvinston should ensure attendance thresholds for training are established through an approved policy.	Much discussion and consultation with the firefighters on this matter. A training attendance SOG will be in place for the start of the 2018 training schedule. Training Attendance Policy in place and enforced.
25	The Municipal Council of Brooke-Alvinston should ensure the development of annual training plans for the fire service which address training on all core services.	Completed in draft form for 2018, will be finalized and released shortly. Annual training plans for 2018 and 2019 implemented based on core services and NFPA standards.
26	The Municipal Council of Brooke-Alvinston shall ensure that health and safety of workers is protected according to the intent and provisions of the *Occupational Health and Safety Act, 1990*.	FC has consulted with both station's H&S Safety representatives.
27	The Municipal Council of Brooke-Alvinston shall ensure all requirements outlined in the *Emergency Management and Civil Protection Act, 1990 and Ontario Regulation 380/04* are met.	Compliance achieved in 2016 including an updated plan and exercise Compliance achieved in 2017 & 2018. 2017 & 2018 Compliant.
28	The Municipal Council of Brooke-Alvinston shall develop a timeline and tracking system for the implementation and course of action for each	In progress.