



EMERGENCY SERVICES COMMITTEE AGENDA

Emergency Services Committee Meeting
Wednesday, February 12, 2020
Tom Davies Square - Council Chamber

COUNCILLOR GERRY MONTPELLIER, CHAIR

Rene Lapierre, Vice-Chair

4:00 p.m. EMERGENCY SERVICES COMMITTEE MEETING
COUNCIL CHAMBER

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DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

COMMUNITY DELEGATIONS

1. Our Towns - Our City
(ELECTRONIC PRESENTATION) (FOR INFORMATION ONLY)

- Tom Price
- Dr. Karen Pappin

(Our Towns - Our City was invited by Chair, Montpelier. This presentation provides information regarding Fire Services within the City of Greater Sudbury.)

REGULAR AGENDA

PRESENTATIONS

1. Emergency Services Committee 2020 Outlook
(ELECTRONIC PRESENTATION) (FOR INFORMATION ONLY)

- Presented by: Deputy Chiefs, Melissa Roney, Jesse Oshell, Paul Kadwell

(This presentation provides a brief overview of the Community Safety Department and some of the presentations and reports anticipated in 2020.)

MANAGERS' REPORTS

- R-1. Report dated January 29, 2020 from the General Manager of Community Safety regarding Paramedic Services - Primary Response Unit Conversion. **4 - 8**
(RESOLUTION PREPARED)

(This report provides a recommendation regarding Paramedic Services' purchase of vehicle conversion services from Rowland Emergency Vehicle Products Inc.)

REFERRED & DEFERRED MATTERS

- R-2. Report dated January 20, 2020 from the General Manager of Community Safety regarding Fire Services - Establishing and Regulating By-Law Update. **9 - 21**
(RESOLUTION PREPARED)

(This report provides a recommendation regarding revisions to By-law 2014-84, a By-law to Establish and Regulate the City of Greater Sudbury Fire Services.)

MEMBERS' MOTIONS

CORRESPONDENCE FOR INFORMATION ONLY

- I-1. Report dated January 23, 2020 from the General Manager of Community Safety regarding Fire Services - OFM 2012 Fire Prevention Review Update. **22 - 28**
(FOR INFORMATION ONLY)
(This report provides information regarding the 2012 Ontario Fire Marshal's office (OFM) review of the Greater Sudbury Fire Service's Prevention activities and how the recommendations have been implemented and continue to be addressed.)
- I-2. Report dated January 16, 2020 from the General Manager of Community Safety regarding Fire Services Update. **29 - 33**
(FOR INFORMATION ONLY)
(This report provides information regarding recent business activities, relevant statistics and good news stories within the Fire Services Division, Community Safety Department.)
- I-3. Report dated January 21, 2020 from the General Manager of Community Safety regarding Emergency Management Update. **34 - 38**
(FOR INFORMATION ONLY)
(This report provides information regarding recent business activities, relevant statistics and good news stories within the Emergency Management Section, Community Safety Department.)
- I-4. Report dated January 24, 2020 from the General Manager of Community Safety regarding Paramedic Services Update. **39 - 45**
(FOR INFORMATION ONLY)
(This report provides information regarding recent business activities, relevant statistics and good news stories within the Paramedic Services Division, Community Safety Department.)

ADDENDUM

CIVIC PETITIONS

QUESTION PERIOD

ADJOURNMENT

Request for Decision

Paramedic Services - Primary Response Unit Conversion

Presented To: Emergency Services Committee

Presented: Wednesday, Feb 12, 2020

Report Date: Wednesday, Jan 29, 2020

Type: Managers' Reports

Resolution

THAT the City of Greater Sudbury maintains a standardized PRU fleet through sole source purchasing vehicle conversion services from Rowland's Emergency Vehicle Products Inc. of Mississauga, ON for the next three (3) years, with two (2) optional one (1) year extensions in accordance with the purchasing by-law section 22-1(a), as outlined in the report entitled "Paramedic Services - Primary Response Unit Conversion", from the General Manager of Community Safety, presented at the Emergency Services Committee meeting on February 12, 2020.

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

The City of Greater Sudbury Paramedic Services completes over 64,000 vehicle responses annually, with a fleet of twenty-three (23) ambulances, and eight (8) Paramedic Response Units (PRU) and requires between one and two new PRUs each year, as part of our annual vehicle replacement program. Paramedic Services purchases SUV style, emergency response certified vehicles to meet Ontario Provincial Land Ambulance & Emergency Response Vehicle Standard, and to ensure the safety of our staff and the motoring public. SUV style vehicles are purchased as 'base' vehicles, then must be sent to a conversion vendor to be up-fitted in order to be used as a certified PRU in Ontario. At this point in time, Rowland's Emergency Vehicles Products Inc. is the only vendor certified to engineer, build and install equipment that meets our service needs, specifically our safe storage system, engineered center consoles, and console mounted computers and hardware leading this to be a sole source purchase. Purchasing conversion services from Rowland's also allows for fleet standardization which allows the Service to effectively manage the fleet in the areas of vehicle management, training, logistics, and maintenance by reducing fleet variation and as such Paramedic Services is seeking Council's approval to

Signed By

Report Prepared By

Melissa Roney
Acting Deputy Chief of Emergency Services
Digitally Signed Jan 29, 20

Financial Implications

Apryl Lukezic
Co-ordinator of Budgets
Digitally Signed Jan 29, 20

Recommended by the Department

Joseph Nicholls
General Manager of Community Safety
Digitally Signed Jan 29, 20

Recommended by the C.A.O.

Ed Archer
Chief Administrative Officer
Digitally Signed Jan 29, 20

non-competitively purchase PRU conversion services from Rowland Emergency Vehicle Products Inc. for the next three (3) years, with two (2) optional one (1) year extensions under Part 22, Section 1(a) of the Purchasing By-law.

Financial Implications

This report has no financial implications. As per Section 22 (3) of the Purchasing By-Law, Council approval is required to non-competitively purchase services from Rowland Emergency Vehicle Inc. a PRU conversion vendor, under Part 22, Section 1 (a) of the Purchasing By-Law to up-fit SUV's to emergency Primary Response Unit (PRU) vehicles.

Paramedic Response Unit (PRU) Conversion – Sole Source

BACKGROUND

The City of Greater Sudbury Paramedic Services completes over 64,000 vehicle responses annually, travelling over 1.1 million kilometers (fleet data software) with a fleet of twenty-three (23) ambulances, and eight (8) Paramedic Response Units (SUV style vehicle staffed by a single Paramedic).

The City of Greater Sudbury Paramedic Services Division, purchases one to two specially built SUV style, emergency response certified vehicles to ensure the safety of our staff and the motoring public as part of our annual vehicle replacement program. New vehicles replace those vehicles that have reached or exceeded their service life of 72 months and typically have almost 300,000 kilometers.

The base vehicles have specific factory installed safety enhancements referred to as 'purpose built emergency vehicles' and are specifically designed for demands of emergency services and are only available for sale to recognized emergency service agencies. The vehicles are designed for the rigors of emergency response with improved handling, braking, cooling system, electrical systems and ready to accept vehicle up fitting (emergency warning, communications and storage systems) to convert them to emergency vehicles.

Once we have purchased the base vehicle they must be sent to a conversion vendor to be up-fitted in order to be used as a certified PRU in Ontario. Selected features and equipment are added to the PRU's to improve safe operational capability such as, interior consoles to house radios and equipment, computer docking stations, medical storage cabinets, emergency warning lights and sirens, and hi-visibility features which also enhances public safety. The vendor completes the conversion ensuring the completed vehicle complies with the Ontario Provincial Land Ambulance & Emergency Response Vehicle Standard. A Sudbury-built PRU costs approximately \$78,000 (net).

Rowland's has extensive experience within the Paramedic conversion market and is a recognized leader in the design and building of Ontario Paramedic specialty vehicles. Rowland's had previously been the exclusive Vendor of Record (VOR) contract with the Ministry of Health and Long-Term Care to carry out all PRU conversion work on their behalf until this responsibility was transferred to the municipalities. With Council approval, it is permissive for non-competitive purchases (Sole Source) under Part 22, Section 1(b)(i) of the Purchasing By-Law. In addition, Canadian Free Trade Agreement Article 513: Limited Tendering #1 (b) if the goods or services can be supplied by only a particular supplier and no reasonable alternative or

substitute goods or services exist for any of the following reasons: (iii) due to an absence of competition for technical reasons.

Rowland's Emergency Vehicles Products Inc. is the only vendor certified to engineer, build and install equipment that meets our service needs, specifically our safe storage system, engineered center consoles, and console mounted computers and hardware leading this to be a sole source purchase.

The City of Greater Sudbury Paramedic Services Division's experience with Rowland's has been very positive, with no concerns related to the equipment quality or workmanship. Rowland's has consistently demonstrated strong after sales service through a commitment to problem resolution and solid technical support and innovation. Rowland's has developed a reputation in the Paramedic sector for quality materials and workmanship. Our converted Rowland's PRU vehicles provide the benefit of fleet standardization.

EMERGENCY VEHICLE STANDARDIZATION

Fleet standardization is important to the Paramedic Services Division due to the large number of Paramedics working in these unique vehicles. Standardization allows the Service to effectively manage the fleet in the areas of vehicle management, training, logistics and maintenance by reducing fleet variation.

The following are the key advantages and benefits of fleet standardization:

- Greater control of fleet logistical operations in terms of managing standard practices for daily vehicle processing. This work includes locating equipment, restocking, cleaning and disinfecting processes.
- Standard compartment cabinet layout allows equipment to be stored safely in a consistent, familiar manner across the entire fleet. This allows Paramedics to easily locate emergency supplies and equipment when arriving to treat a patient under demanding emergency conditions.
- Solid familiarization of build quality, control and performance characteristics improves safety for Paramedics as they work from these vehicles.
- Training required for Paramedics consists of existing competencies, knowledge and behaviors, no new formal training needed.
- Standardized fleet emergency systems equipment allows our mechanical group to develop a familiarization and expertise to quickly recognize and repair those associated problems. Furthermore parts can be stocked on the shelf or easily sourced through established supply chain with next day or near next day delivery.

RECOMMENDATION

THAT the City of Greater Sudbury Paramedic Services Division maintains a standardized PRU fleet through sole source purchasing vehicle conversion services from Rowland's Emergency Vehicle Products Inc. of Mississauga, ON for the next three (3) years, with two (2) optional one (1) year extensions in accordance with the purchasing by-law section 22. In the event there is a special requirement for a non-standard response unit or where provincial certification standards change or emerging technological advancements present themselves, a public tender may be issued by the City.

Request for Decision

Fire Services - Establishing and Regulating By-Law Update

Presented To: Emergency Services Committee

Presented: Wednesday, Feb 12, 2020

Report Date Monday, Jan 20, 2020

Type: Referred & Deferred Matters

Resolution

THAT the City of Greater Sudbury approves the recommended revisions to By-law 2014-84, a By-law to Establish and Regulate the City of Greater Sudbury Fire Services, as outlined in the report entitled "Fire Services - Establishing and Regulating By-law Update", from the General Manager of Community Safety, presented at the Emergency Services Committee on December 11, 2019.

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

With recent changes to the organizational structure of Fire Services and service level enhancements approved by Council over the past few years, revisions to the Establishing and Regulating By-law for Fire Services are needed to ensure it is kept up to date. Several housekeeping revisions are required and identified in this report. In addition, staff have identified opportunities to streamline the by-law which will reduce the need for revisions and amendments in the future.

Financial Implications

There are no financial implications associated with this report.

Signed By

Report Prepared By

Danielle Konner
Issues and Data Management Officer
Digitally Signed Jan 20, 20

Division Review

Jesse Oshell
Acting Deputy Fire Chief
Digitally Signed Jan 23, 20

Financial Implications

Apryl Lukezic
Co-ordinator of Budgets
Digitally Signed Jan 23, 20

Recommended by the Department

Joseph Nicholls
General Manager of Community Safety
Digitally Signed Jan 23, 20

Recommended by the C.A.O.

Ed Archer
Chief Administrative Officer
Digitally Signed Jan 28, 20

Background

The Fire Prevention and Protection Act, 1997 (FPPA) sets out the legislative and regulatory framework for the establishment of fire protection in Ontario, which is a mandated municipal responsibility. It is the responsibility of municipal councils to be familiar with fire protection requirements, practices and procedures.

Part II of the FPPA, Responsibilities for Fire Protection Services, states that 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 (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

The mechanism in which this is done is by way of an establishing and regulating by-law. This by-law, once approved by municipal council, establishes authority of the fire chief and delegated members of the fire service to carry out the regulatory duties established under the FPPA and establishing and regulating by-law. It also sets out the council approved fire protection service levels delivered within the municipality by the fire service as required under the FPPA.

The Office of the Fire Marshal (OFM) is responsible for the administration of the FPPA and is the principal advisor to the provincial government on fire protection policy and fire safety issues. The OFM works with municipal partners to deliver fire programs and services, share expert advice, and support municipal response efforts when needed.

The OFM guidelines state that when setting or amending the levels of service in the establishing and regulating by-law, council, in consultation with the fire chief, should keep in mind the following considerations:

- the current needs and circumstances of the municipality;
- training requirements based on current standards and practices;
- acquisition and maintenance of appropriate equipment; and
- the necessary funding to achieve and maintain the levels of service.

The OFM also recommends that municipalities review their establishing and regulating by-law regularly to ensure the level of services they are providing are in accordance with the current needs and circumstances of the municipality.

The current by-law was changed in 2014 and amended in 2017. Since that time, changes in the organizational structure of the fire service and service level enhancements approved by Council through resolutions and business cases require the existing by-law to be updated.

In preparing to undertake this work, staff conducted an environmental scan of other establishing and regulating by-laws. It was noted that many municipalities have attempted to streamline and modernize their by-laws by removing details that are operational in nature. Because these operational details are ever-evolving, the by-law must be frequently updated to reflect those changes. This results in considerable

administrative work for staff and Council. The proposed revisions in the attached draft will reduce the need to revise or amend the by-law as often while maintaining the necessary content requirements. A summary of the key changes is listed below.

When there is a need to modify or enhance services levels, reports and/or business cases will be brought forward for Council's consideration.

Summary of key proposed changes:

- minor changes in text, definitions, and general wording for update or clarification purposes;
- removal of Mandate, Vision, and Primary Goals of the Fire Service (Schedule A) because they evolve over time and are better reflected in departmental documents;
- removal of the Fire Beats map (Schedule B) because these boundaries are subject to change and operational in nature; and
- Fire Protection Services - Described (Schedule C) was moved into the body of the by-law as this reflects a common practice in the sample by-laws reviewed from other communities.

Key areas of the by-law that have not changed:

- the level of service previously approved by Council;
- the responsibilities and authorities of the Fire Chief; and
- the direction to participate in responses in neighbouring municipalities outside of the City of Greater Sudbury.

Conclusion

The attached draft by-law is consistent with the recommendations of the Office of the Fire Marshal, has been reviewed by the Deputy City Solicitor, and is comparable with other municipal establishing and regulating fire by-laws.

The proposed revisions to the by-law attempt to modernize, streamline governance, and apply best practice moving forward. They seek to maintain the high level content requirements while allowing the department to be agile enough to respond to Council resolutions or service level changes in a timely manner. As an added benefit, these updates should reduce administrative burden on both staff and Council as amendments and revisions will be required less frequently.

APPENDIX “A”

BY-LAW 2019-xx

A BY-LAW OF THE CITY OF GREATER SUDBURY TO ESTABLISH AND REGULATE THE CITY OF GREATER SUDBURY FIRE SERVICES

WHEREAS the *Municipal Act, 2001*, S.O. 2001 Chapter 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 2 of the *Fire Protection and Prevention Act, 1997*, S.O., c.4 as amended, requires a municipality to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

AND WHEREAS Section 5 of the *Fire Protection and Prevention Act, 1997*, S.O., c.4 as amended, allows the council of every municipality to enact a by-law to establish, maintain and operate a fire department to provide fire suppression services and other Fire Protection Services within the municipality;

AND WHEREAS the Council for the City of Greater Sudbury wishes to continue its fire department and to set out the Fire Protection Services to be offered by its fire department in various geographic areas of the City;

**NOW THEREFORE THE COUNCIL OF THE CITY OF GREATER SUDBURY
HEREBY ENACTS AS FOLLOWS:**

Definitions

1. In this by-law, unless the context otherwise requires.

"Act" means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as may be amended from time to time, and includes any successor legislation, and any and all regulations made under that statute, including the Ontario Fire Code;

"Applicable Law" includes federal, provincial and municipal statutes, regulations thereunder, codes, directives, which have application to the situation at hand, the Collective Agreement and any agreement entered into by the City;

"Chief Fire Official" means the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under the Act.

“City” means the municipal corporation of the City of Greater Sudbury or the geographical area, as the context requires;

“Collective Agreement” means an agreement between the City and the Sudbury Professional Firefighter’s Association, Local 527 of the International Association of Firefighters and the Eastern Ontario Volunteer Firefighters Association, Local 920 affiliated with the Christian Labour Association of Canada made under the provisions of the Act and includes any amendments thereto;

“Deputy Fire Chief” means a person appointed as a Deputy Fire Chief and includes their authorized designate;

“Fire Chief” means the person appointed by Council to act as Fire Chief for the City in accordance with the Act.

“Fire Co-ordinator” means the person appointed by the Fire Marshal, under the authority of the Act to co-ordinate the district mutual aid plans, or the person appointed by the Fire Marshal to act in the absence of the Fire Co-ordinator

“Fire Marshal” means a position with specific authorities and responsibilities under the FPPA, including ensuring that fire departments throughout Ontario provide adequate levels of service to their communities, providing support to fire departments, and administering the FPPA. Also identified as the Office of the Fire Marshal;

“Fire Services” means the City of Greater Sudbury Fire Services;

“Fire Protection Services” includes:

- (a) fire suppression, fire prevention and fire safety education,
- (b) mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and safety education related to the presence of those levels,
- (c) rescue and emergency services,
- (d) emergency first response in accordance with the medical tiered response protocol,
- (e) communication in respect of anything described in clauses (a) to (d),
- (f) training of persons involved in providing anything described in clauses (a) to (e), and
- (g) the delivery of any service described in clauses (a) to (f).

“Firefighter” means a Fire Chief and any other person employed in, or appointed to, a fire department and assigned to undertake Fire Protection Services, and includes a Volunteer Firefighter;

“Officer” means any personnel in the Fire Services bearing the rank of captain or higher; and

“Volunteer Firefighter” means a Firefighter who provides Fire Protection Services for or on behalf of Fire Services, under the direction of the Fire Chief, either voluntarily or for a nominal consideration, honorarium, training or activity allowance.

Fire Services Continued and Organized

2.-(1) The Fire Services is hereby continued under the name of “City of Greater Sudbury Fire Services”.

(2) The Fire Services shall include the Fire Chief, such Deputy Fire Chiefs as may be appointed by Council from time to time, and such other persons as may be employed by or appointed by the City from time to time.

(3) Within the Fire Services, Firefighters shall report to Officers who shall report to the Deputy Fire Chiefs who shall report to the Fire Chief. The Fire Chief shall report to Council through the City’s Chief Administrative Officer.

(4) The Fire Services shall be subdivided into the following sections, primarily responsible for the performance of the functions assigned by the Fire Chief to such section from time to time: Administration Section, Emergency Operations Section, Fleet Services Section, Training Section, and Fire Prevention and Public Education Section. Each section shall report to the Fire Chief through a Deputy Fire Chief as determined by the Fire Chief from time to time.

(5) The Fire Chief may, in their discretion, assign Firefighters within the Fire Services to such section of the Fire Services identified in Subsection 2(4) as they may determine from time to time.

(6) The Fire Chief may assign Firefighters within the Fire Services to such fire stations as the Fire Chief may determine from time to time, subject to the provisions of Subsection 5(2).

Fire Chief

3.-(1) The Fire Chief is assigned the responsibility for the administration of this By-law and for the administration and operation of the Fire Services.

(2) The Fire Chief is delegated the authority to:

- (a) make all decisions required of the Fire Chief under this By-law;
- (b) perform all administrative functions identified herein and those incidental to and necessary for the due administration of this By-law, the administration and operation of the Fire Services, and the delivery of Fire Protection Services;

- (c) develop, implement and amend as necessary from time to time proper measures for:
 - (i) prevention, control and suppression of fires;
 - (ii) the protection and saving of life and property;
 - (iii) emergency responses; and
 - (iv) public education around issues of life safety and fire prevention;
 - (d) develop, implement and monitor appropriate training programs for Firefighters within the Fire Services, as in the opinion of the Fire Chief are required from time to time; and
 - (e) establish, implement, enforce and amend from time to time such policies and procedures as the Fire Chief may determine are required to implement this By-law, to deliver the Fire Protection Services within budgetary guidelines and staffing complements, and to ensure the appropriate care and protection of all Fire Services Firefighters and equipment. Without limiting the generality of the foregoing, the policies and procedures shall include standard operating procedures and guidelines, general orders and department rules.
- (4) The Fire Chief shall exercise all powers and duties mandated by the Act, any other Applicable Law, including but not limited to:
- (a) duties assigned as an Assistant to the Fire Marshal as designated under the Act;
 - (b) duties assigned under the Act to the Chief Fire Official;
 - (c) appointing a Firefighter or Firefighters to act as Chief Fire Official under the Act in the absence of the Fire Chief;
 - (d) enforcing compliance with the Fire Code made under the Act;
 - (e) duties assigned under the Act to the Fire Co-ordinator; and
 - (f) entering into fire protection agreements as that term is defined under the Act.
- (5) In exercising their discretion under this By-law or the Act, the Fire Chief shall consider as applicable:
- (a) the Act and other Applicable Law;
 - (b) budgetary constraints and available resources, including without limitation reliance on Volunteer Firefighters and the type and quantity of equipment available, the training level of available Firefighters;
 - (c) the safety of all Firefighters; and

- (d) the particular circumstances in which a decision must be made including without limitation, the availability and condition of access routes to the site where a response has been requested

Fire Chief - Delegation / Absences

4.-(1) The Fire Chief may delegate the performance of any one or more of their functions under this By-law to one or more persons from time to time as the occasion requires and may impose conditions upon such delegation and may revoke any such delegation. The Fire Chief may continue to exercise any function delegated during the delegation.

(2) In the absence of delegated authority in accordance with Subsection 4(1), in the event of the absence of the person identified in Column A below, the person identified in Column B below is authorized to act in the place of the Fire Chief and may exercise all of the powers of and shall perform all of the duties of the Fire Chief:

Column A	Column B
Position	Person who acts in the absence of the Person(s) filling the Position in Column A
Fire Chief	A Deputy Fire Chief, in accordance with protocols established by the Fire Chief
Fire Chief and all Deputy Fire Chiefs	An Assistant Deputy Fire Chief in accordance with protocols established by the Fire Chief
Fire Chief and all Deputy Fire Chiefs and all Assistant Deputy Fire Chiefs	The on duty Platoon Chief in accordance with protocols established by the Fire Chief
Fire Chief and all Deputy Fire Chiefs and all Assistant Deputy Fire Chiefs and the on-duty Platoon Chief	The Chief Training Officer then the Chief Fire Prevention Officer

Delivery of Fire Protection Services

5.-(1) Stations identified in Column A of the chart below, shall be staffed by fulltime Firefighters who are not Volunteer Firefighters, by Volunteer Firefighters or by a combination thereof, as set out on the corresponding line in Column B in the chart below:

Column A Fire Stations	Column B Fire Protection Services to be delivered within such Fire Stations by Fire Services Firefighters who are
Van Horne, Minnow Lake, Leon (New Sudbury) Long Lake	Fulltime Firefighters who are not Volunteer Firefighters
Copper Cliff, Waters, Lively, Whitefish, Beaver Lake, Azilda, Chelmsford, Dowling, Vermillion, Levack, Val Caron, Hanmer, Capreol, Garson, Falconbridge, Skead, Coniston, Wahnapiatae	Volunteer Firefighters
Val Therese	Composite of Volunteer Firefighters and Fulltime Firefighters who are not Volunteer Firefighters

(2) Fire Protection Services shall be delivered primarily by the Firefighters staffing the fire station, but nothing herein limits the delivery of Fire Protection Services across the municipality or limits the Fire Chief in directing the delivery of Fire Protection Services.

(3) Fire Protection Services shall be delivered under the direction of the Fire Chief within budgetary constraints and with resources then available to the Fire Chief. The delivery of Fire Protection Services shall be subject also to the circumstances and constraints at the time of the response, including without limitation, other demands for Fire Protection Services, unsafe conditions encountered on route or at the site of the response, impediments to access, environmental factors, topographical features, the area of the municipality and location of the property for which Fire Protection Services are requested and Applicable Law, including without limitation, the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, and the *Technical Standards and Safety Act, 2000*, S.O. 2000, c. 16.

(4) Despite anything else herein, the Fire Chief, may, in their discretion, provide Fire Protection Services of a type not specifically provided for in this By-law or provided for within a particular area of the municipality where the Fire Chief determines that it is necessary and appropriate in the circumstances, and not otherwise prohibited by Applicable Law.

Fires and Emergencies

6.-(1) Where in the opinion of the Fire Chief it is necessary for the prevention, control and extinguishment of fires and the protection of life and property, the Fire Chief may authorize:

- (a) the suppression of any fire by extinguishing it and to enter private property if it is necessary to do so;
- (b) the pulling down or demolition of any building or structure to prevent the spread of fire; or
- (c) the taking of such other actions as are necessary in the circumstances, including without limitation, boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident when unable to contact the property owner.

(2) Any expenses incurred by the City in engaging in the actions authorized under Subsections 6(1)(b) or (c) are a debt owed by the owner of the property on which the action or actions were taken and may be recovered by the City in any manner authorized pursuant to the *Municipal Act, 2001* and the Act.

Calls Outside of the City

7.-(1) The Fire Chief shall not authorize the Fire Services to respond to a call with respect to a fire or emergency outside the limits of the City unless, in the opinion of the Fire Chief it is appropriate to do so in the circumstances and the fire or emergency:

- (a) in the opinion of the Fire Chief, threatens property in the City or property situated outside the City that is owned or occupied by the City;
- (b) is in a municipality with which an agreement has been entered into to provide Fire Protection Services which may include an Automatic Aid Protection Agreement or a Mutual Aid agreement as those terms are defined from time to time under the Act;
- (c) is on property with respect to which a Fire Protection agreement or other agreement, has been entered into by the City to provide Fire Protection Services to that property;
- (d) is in a municipality authorized to participate in any county, district or regional Mutual Aid plan established by a Fire Co-ordinator appointed by the Fire Marshal pursuant to the Act or any other similar reciprocal plan or program on property beyond the City; or

- (e) requires immediate action to preserve life or property and the appropriate department in the other municipality is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief.
- (2) The Fire Chief shall inform Council of the delivery of any Fire Protection Services outside the City pursuant to this Section 7, within a reasonable time thereafter.
- (3) Nothing in Section 7 shall impose a duty on the Fire Services to respond to a fire or emergency outside of the limits of the City.

Recovery of Costs – Additional Expenses

8.-(1) Owners of properties and other persons to whom or for whose benefit Fire Protection Services have been provided shall be subject to the fees and charges established in the City’s Miscellaneous User Fee By-law then in effect for such Fire Protection Services, whether such persons reside within or outside the limits of the City. The Fire Chief may invoice such persons in accordance with the City’s Miscellaneous User Fee By-law.

- (2) If the Fire Chief determines that in the delivery of Fire Protection Services it is necessary to incur additional expenses to retain a private contractor, rent special equipment not normally carried on a fire apparatus, use more materials than are carried on a fire response vehicle, prevent damage to equipment owned by or contracted to the City, to assist in or otherwise conduct an investigation into the cause of a fire or otherwise carry out the duties and functions of the Fire Service, then the owner of the real or personal property requiring or causing the need for those additional expenses shall be liable for the full costs thereof, including any applicable taxes. The Fire Chief may invoice such person and any such amount shall be a debt owing to the City, due on the terms set out in the invoice and collectable by any means available to the City at law.

Interpretation

9.-(1) Whenever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.

- (2) References to items in the plural include the singular, as applicable.
- (3) The words “include”, “including” and “includes” are not to be read as limiting the phrases or descriptions that precede them. Any examples provided are intended to be representative examples and not intended to be an exhaustive list;
- (4) Headings are inserted for ease of reference only and are not to be used as interpretation aids.

- (5) Specific references to laws in the By-law are printed in italic font and are meant to refer to the current laws applicable with the Province of Ontario as at the time the By-law was enacted, as they are amended from time to time.
- (6) Any reference to periods of time, stated in numbers of days, shall be deemed applicable on the first business day after a Sunday or Statutory holiday if the expiration of the time period occurs on a Sunday or Statutory holiday.
- (7) The obligations imposed by this By-law are in addition to obligations otherwise imposed by law or contract.
- (8) Terms with capitals shall be read with the meaning in Section 1, and other words shall be given their ordinary meaning.

Severability / Conflict

10.-(1) If any section, subsection, part or parts of this By-law is declared by any court of law to be bad, illegal or ultra vires, such section, subsection, part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

- (2) Nothing in this By-law relieves any person from complying with any provision of any Federal or Provincial legislation or any other By-law of the City.
- (3) Where a provision of this By-law conflicts with the provisions of another By-law in force in the City, the provision that establishes the higher standard to protect the health, safety and welfare of the general public shall prevail.

Short Title

11. This By-law may be referred to as the “Fire Services By-law”.

Repeals

12. By-law 2014-84 of the City of Greater Sudbury and all amendments thereto are hereby repealed.

Enactment

13. This By-law shall come into force and take effect immediately upon the final reading thereof.

READ AND PASSED IN OPEN COUNCIL this xx day of xx, 2019

_____ Mayor

_____ Clerk

For Information Only

Fire Services - OFM 2012 Fire Prevention Review Update

Presented To:	Emergency Services Committee
Presented:	Wednesday, Feb 12, 2020
Report Date	Thursday, Jan 23, 2020
Type:	Correspondence for Information Only

Resolution

For Information Only

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

In 2012, the Office of the Ontario Fire Marshal conducted a review to assist the City of Greater Sudbury in meeting its legislative responsibilities under Part II of the Fire Protection and Prevention Act, 1997. The Ontario Fire Marshal (OFM) Review of CGS Fire Protection (Prevention) Services Findings and Recommendations was presented to the Community Services Committee on May 28th, 2012.

In 2014, City Council accepted an Update Report – OFM Review of Fire Protection (Prevention) Services, from the Chief of Fire and Paramedic Services along with an electronic presentation regarding the workplan for the OFM Review.

In 2019, this report is being presented to the Emergency Services Committee in order to provide an update on the progress for the items outlined in the 2014 workplan.

Financial Implications

There are no financial implications with this report.

Signed By

Report Prepared By

Brian Morrison
Acting Deputy Fire Chief
Digitally Signed Jan 23, 20

Financial Implications

Apryl Lukezic
Co-ordinator of Budgets
Digitally Signed Jan 23, 20

Recommended by the Department

Joseph Nicholls
General Manager of Community Safety
Digitally Signed Jan 29, 20

Recommended by the C.A.O.

Ed Archer
Chief Administrative Officer
Digitally Signed Jan 29, 20

Background

In 2012, the Office of the Fire Marshal (OFM) conducted a review to assist the City of Greater Sudbury (CGS) in meeting its legislative responsibilities under Part II of the Fire Protection and Prevention Act, 1997 (FPPA). The review was to address fire prevention components including public education, fire safety inspections, enforcement and investigations. Upon completion, the review would provide CGS with recommendations to improve the effectiveness and efficiency of the delivery of fire prevention and public education services to the citizens of CGS, while meeting obligations under the FPPA.

The scope of the review included:

- Establishing and Regulating By-Law,
- risk assessment to identify high and extreme risks in the municipality,
- fire inspection practices and protocols (training, frequency, enforcement, utilization of non-traditional staff),
- public education programs development and utilization,
- fire investigations to assist in improving fire service delivery gaps,
- evaluate current pre-plans in place and identify gaps, and
- interaction between various CGS services (improving response to issues).

The Ontario Fire Marshal (OFM) Review of Fire Protection Services (Fire Prevention) in the CGS dated May 23, 2012, was distributed to the Community Services Committee meeting on May 28, 2012.

The review identified that Greater Sudbury Fire Services (GSFS) was conducting many of the required activities; however, were doing so in the absence of set objectives and outcomes. There were opportunities to improve the safety of the public and front-line fire service personnel, while reducing liability to the municipality. The review also identified a number of potential issues beyond the legislative authority of the OFM, but that may impact on fire department operations.

In 2014, Council accepted an Update Report – OFM Review of Fire Protection (Prevention) Services (see Appendix A), from the Chief of Fire and Paramedic Services. Chief Fire Prevention Officer, Marc Lanthier provided an electronic presentation regarding the workplan for the OFM Review. This update report identified that 95% of the recommendations would be completed by the end of 2014. While a priority for the Fire Prevention Section to complete, the demand to maintain inspection services for the citizens of Greater Sudbury continues to increase and some recommendation implementation work continues today.

Analysis and Ongoing Challenges

The OFM Review recommendations, concerning a by-law to establish and regulate a fire department and provision of sufficient enforcement of fire legislation on a 24-hour basis, were addressed through the creation of By-Law 2014-84. Platoon Chiefs, Fire Prevention Officers and By-Law Enforcement Officers are now actively involved in

enforcement and prosecutions of fire related offences. Training on the issuance of Provincial Offences tickets and specific sections of the Fire Protection and Prevention Act has been delivered to the Platoon Chiefs.

A recommendation that Council consider a formal collaboration between Fire Services and Building Services on plan review of new construction projects was implemented. This resulted in the temporary funding of a Fire Prevention Officer for plan review for five years (2013-2017) by Building Services. Funding ended in 2017; however, a Fire Prevention Officer continues to work full time on plans review. In the first 10 months of 2019, the plans examiner completed **683** plans review/inspections of new construction projects.

Work on the recommendations concerning the development, approvals and implementation of operational guidelines, and the training of Fire Prevention staff is ongoing. The Fire Prevention Section conducts bi-weekly training, attends OFMEM training webinars and Ontario Fire College courses. Operating Guidelines are currently under revision to better reflect today's Fire Service and provide consistency for Fire Prevention Section activities.

Recommendations for a records management system were addressed in 2015 through the purchase of the Firehouse software program. The implementation of this records management system provided for the accurate retention of staff training records, payroll, fire inspections, education and enforcement activities, identification of high-risk occupancies, input of fire pre-plans and other pertinent information. This system has also addressed the recommendation for the transfer of relevant fire scene assessment and investigation information to the Fire Prevention Section by suppression staff. Mobile data terminals have been installed in all career response apparatus and are currently being tested in two volunteer response areas. These terminals provide timely access to the computer aided dispatch from 911 Fire/Police communications. Information such as tactical pre-incident plans and occupancy risk data is available on route.

Recommendations concerning Fire Services' utilization of the OFM Integrated Risk Management Model, which was under development in 2012, have not been implemented. The OFM Risk Model was designed to prioritize buildings for routine fire safety inspections but has not been implemented provincially and the OFM Model has been placed "under review". GSFS has developed its own risk model in 2015 and has shared this model with the OFMEM for consideration. While the OFM model remains under review, the Fire Prevention Section continues to identify all extreme and high risk occupancies in Greater Sudbury.

At the time of the OFM Review Report, GSFS had approximately 1700 outstanding property files requiring follow up to address the fire safety concerns. To ensure that these properties are in compliance, Fire Prevention Officers have been required to attend each property to review the outstanding fire safety concerns. Fire Prevention Officers must complete this work while carrying out their regular inspection duties. In 2014, it was anticipated that the completion of this project would exceed three years with two Fire Prevention Officers assigned to the project on a full-time basis. Due to

increased workload and the inability to assign Fire Prevention Officers on a full time basis, completion of this project remains ongoing. Ontario Regulation 150/13 under the Fire Code was passed into law in 2014. This legislation requires annual inspections of vulnerable occupancies such as care facilities, treatment occupancies and retirement homes by Fire Prevention Officers, as well as participation in annual fire drills at these facilities. This requirement was identified as a significant workload for all municipal fire services. In 2019, Fire Prevention Officers completed the mandatory inspections and safety drills at all 54 vulnerable occupancies within Greater Sudbury. In the first 10 months of 2019, Fire Prevention Officers also performed **893** inspections resulting from complaints or requests. Since the writing of the original Review report in 2012, there remain approximately **416** outstanding property files requiring follow up inspections/verification. A Fire Prevention Officer has been dedicated to continue to work toward achieving completion of these outstanding files with an expected completion date of January 2021.

The recommendation concerning formal media partnerships was implemented. This initiative provided benefits to all area fire departments, however was fully funded by GSFS. Media and stakeholder campaigns have been built for the delivery of fire prevention and public safety fire messaging. CGS Communications staff, working with the Fire Prevention Section and Fire Administration, have recently upgraded the Fire Services messaging and design on the corporate website.

Recommendations concerning public education activities and interaction between the various fire services sections have been implemented. All requests for suppression staff or Public Safety Officers to attend at schools, station tours, special events, home shows etc., are coordinated through the Fire Prevention Section. This ensures that public fire safety messaging is consistent and addresses concerns identified by suppression staff at fire scenes and by the OFMEM. Presentations such as planning home escape plans and prevention of fires while cooking continue to be delivered. Delivery of fire safety messaging has been further enhanced by using social media platforms to reach a broader audience. Communications training of Platoon Chiefs, Public Safety Officers and senior fire administration staff in the use of social media has occurred.

In conclusion, the original OFM Fire Prevention Audit Review outlined 25 recommendations (see Appendix A). Of the 25 recommendations:

- 23 recommendations have been implemented;
- the recommendation pertaining to the geographical deployment of Fire Prevention staff has not been implemented due to the occupancy types not being equally distributed across the Ward system. The recommendation may be deferred for future consideration. Inspection complaints are assigned evenly amongst the FPOs;
- as outlined above, the recommendation pertaining to the review and closing of outstanding files and open inspection reports is ongoing with an anticipated completion in January 2021.

FIRE PREVENTION OFM REVIEW UPDATE
SEPTEMBER 2012, JANUARY 2014, UPDATED DECEMBER 2019

#	OFM RECOMMENDATION	ACTION	STATUS
1	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services completes a risk assessment utilizing the OFM Fire Risk Sub-Model to assist with the development and update of public education, fire safety inspection and investigation programs and services. Council then resubmits its Annual Compliance Declaration to the OFM.	An initial fire risk report was created using the former OFM risk assessment tool. The OFM IRM Model has been placed "under review". Greater Sudbury Fire Services developed its own risk model in 2015 and has shared this model with the OFMEM for consideration.	Complete O.Reg.378/18 Community Risk Assessment is required to be completed every 5 years beginning July 1, 2024.
2	The Council of Greater Sudbury revises the Establishing and Regulating By-Law that defines core services and the level of fire protection services specific to fire prevention based on the completed risk assessment.	The Establishing and Regulating By-Law was update in 2014. This will be an ongoing risk assessment process that will be embedded in the CGSFS records management system.	Complete
3	The Council of Greater Sudbury designates sufficient staff to ensure the enforcement of municipal By-laws on a 24-hour basis including municipal fire related By-laws.	In cooperation with By-law Services, the Platoon Chiefs have received training to assist Prevention Services with the enforcement of fire related by-laws such as fireworks and open-air burning.	Complete
4	The Council of Greater Sudbury ensures a policy is developed and implemented to provide written delegation to the Chief Fire Prevention Officer as Chief Fire Official where referenced in the Ontario Fire Code for sections requiring "approved".	Complete	Complete
5	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services develops, approves, implements and reviews on an annual schedule all fire prevention operating guidelines. Furthermore, all fire prevention staff is trained to the established operating guidelines.	Since the writing of the initial report, the Fire Prevention Section continues to develop, implement and review operating guidelines. FPO's are trained on the operating guidelines prior to implementing.	Complete
6	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services utilizes the OFM Fire Risk Sub-Model for prioritizing building stock to develop a routine fire safety inspection program to target extreme and high risk occupancies. The sub-model requires over and above the current Fire Prevention Officers' work load.	The OFM fire risk model continues to be used to assist prioritize building stock and identify high-risk occupancies. The OFM IRM Model has been placed "under review". Fire statistics and origin and cause of fires also assist in identifying area of the City which require addition Fire Prevention resources.	Complete
7	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services develops and implements an operational guideline to ensure all fire prevention staff utilizes a method to ensure consistent municipal fire prevention files. The OFM is changing the reports Fire Prevention will be using. The Section will attend a seminar on the new technical guidelines in November.	CGSFS has adopted all OFM reporting formats and further embraced the utilization of the OFM's Inspection Enforcement Guideline. Operational guidelines have been developed pertaining to consistent and accurate municipal fire prevention files. A new record management system has been implemented.	Completed
8	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services conducts a review of all property files to ascertain all outstanding fire code violations or fire hazards including the provision of an approved fire safety plan to ensure the building is compliant with the Ontario Fire Code. An operational guideline is to be developed to assist in choosing the most appropriate enforcement options pursuant to FPPA and <i>Provincial Offences Act</i> .	Fire Prevention had initially 1,700 outstanding files that required follow up to achieve code compliance. Fire Prevention now has approximately 416 remaining that are being addressed amid existing full work plans that since the writing of the initial report the fire code changed that now requires the annual inspection of all vulnerable occupancies within the CGS.	Ongoing (estimated completion date January 2021)

#	OFM RECOMMENDATION	ACTION	STATUS
9	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services considers integration and deployment options of fire prevention staff for all areas in the delivery of fire prevention services to improve efficiencies, reduce travel time and increase inspections. The Ward system has been implemented.	Deployment of inspection staff is dependent on mandatory inspections required by the fire code, as of January 2014, fifty (50) vulnerable occupancies were added as annual mandatory inspections. Remaining inspections are now based on the OFM Risk Sub Model with an emphasis on those building classifications most likely to be a fire risk to both occupants and firefighters.	Not Complete <i>This recommendation will not be implemented at this time.</i>
10	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services reviews and revises Policy Fire-OP-206 G-PINP - Fire Company Inspection/Pre-Incident Plan into two separate operational guidelines for suppression staff. Develops a guideline for the purpose of pre-planning of high and extreme risk occupancies and other guidelines for the inspection of low risk occupancies.	This recommendation has been implemented and was carried out in collaboration with the mandatory inspections of all CGS vulnerable occupancies. Pre-incident planning will continue to be a regular function of suppression services.	Completed
11	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services provides additional resources to conduct fire prevention inspections for all areas of Greater Sudbury in accordance with the risk assessment.	Fire Prevention has worked in collaboration with Building Services to provide an additional resource (Plan Examiner) pertaining to the Plans Review, Site Plan and Building Permit Inspections for new construction and existing building upgrades.	Complete
12	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services considers the merits of a formal partnership with media campaign stakeholders to maintain the public education and media program.	CGSFS has initiated a new public safety announcement in partnership with CTV and First General Restoration through multiple media outlets.	Complete
13	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services develops an evaluation process for public education activities and programs for specific occupancies and demographics in accordance with the risk assessment. Target the beginning of the school year. The evaluation will include a questionnaire for participants, and a separate evaluation form for the person who invited the activity, to ensure we are delivering the points required.	Fire Prevention has a public education work plan that addresses the CGS educational systems. Public education activities will be aligned with the simplified risk assessment to ensure delivery of appropriate public education topics throughout the CGS. Audiences are requested to complete an evaluation including a questionnaire after every fire safety presentation.	Complete
14	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services develops operational guidelines for public education and addresses interaction between Sections for the transfer of information.	CGSFS has developed and implemented a public fire safety education operational guideline integrating Suppression and Fire Prevention for public fire safety education. (Eg. Station tours, school visits, daycares)	Complete
15	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services develops and implements a smoke alarm operational guideline and program to all areas of the municipality.	As above, with the vast geography CGSFS will carry out this recommendation with a dynamic prime-time smoke alarm public safety announcement and further utilize social media platforms to reach other target groups.	Complete
16	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services develops an operational guideline to provide the transfer of relevant fire scene assessment and investigation information to the Fire Prevention Section for the purposes of updating the risk assessment and relevant programs and activities.	This recommendation has been accomplished with the full implementation of the new records management system.	Complete

17	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services adheres to the <i>Occupational Health and Safety Act (OHSA)</i> for all staff conducting fire scene assessments and investigations. <i>A list is being created for a "field kit" and an "office kit." A review of pertinent OHSA guidelines will be conducted.</i>	Appropriate personal protective equipment (PPE) has been distributed with required training delivered.	Complete
18	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services reports all fire incidents to the Office of the Fire Marshal that meets the criteria as stated in the Fire Marshal's <i>Directive 2011-01: OFM Notification of Fires and Explosions</i> .	Completed	Completed
19	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services develops a formal indoctrination process and training program to ensure all fire prevention staff are trained as required to perform their municipal and legislative responsibilities and duties.	Completed	Completed
20	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services develops and provides Fire Prevention staff with the required equipment for the performance of their duties.	Completed	Completed
21	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services develops an operating guideline to identify the duties and training requirements for Fire Suppression captains when conducting an inspection for compliance with the <i>Ontario Fire Code</i> .	Suppression crews continue to complete pre-planning of buildings to become familiar with the building and fire suppression and protection equipment. All hazards identified by the suppression crews are brought to the attention of Fire Prevention to evaluate and rectify.	Completed
22	The Council of Greater Sudbury considers a formal collaboration between the City of Greater Sudbury Fire Services and Building Services to clarify roles and responsibilities of municipal staff for the purpose of plan reviews to ensure a timely and effective delivery of services.	Completed	Completed
23	The Council of Greater Sudbury in consultation with their Legal Services develops a policy pertaining to the retention and purging of Fire Services Division records.	Completed	Completed
24	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services consolidates paper and electronic resources into a records management system accessible to all Sections of the Fire Division.	Completed	Completed
25	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services provides access to Citrix database to all Fire Prevention staff.	Completed – Citrix has been replaced with Firehouse database	Completed

For Information Only

Fire Services Update

Presented To:	Emergency Services Committee
Presented:	Wednesday, Feb 12, 2020
Report Date	Thursday, Jan 16, 2020
Type:	Correspondence for Information Only

Resolution

For Information Only

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

This report for information was prepared to provide the Emergency Services Committee an overview of recent business activities, relevant statistics and good news stories in the Fire Services Division, Community Safety Department.

Financial Implications

There are no financial implications associated with this report. Requests for bunker gear replacements in 2021 and later years will be reflected through the annual capital prioritization process.

Signed By

Report Prepared By

Jesse Oshell
Acting Deputy Fire Chief
Digitally Signed Jan 16, 20

Financial Implications

Apryl Lukezic
Co-ordinator of Budgets
Digitally Signed Jan 23, 20

Recommended by the Department

Joseph Nicholls
General Manager of Community Safety
Digitally Signed Jan 23, 20

Recommended by the C.A.O.

Ed Archer
Chief Administrative Officer
Digitally Signed Jan 28, 20

EXECUTIVE SUMMARY

This report aims to provide the City of Greater Sudbury Emergency Services Committee with an update on good news stories and relevant statistics as well as recent business activities within the Fire Services Division of the Community Safety Department.

Fire Services is responsible for delivering proactive public safety and response programs to prevent emergencies wherever possible and to preserve and enhance life, property, and the environment where response is required.

Key Performance Indicators

Major Fire Loss Incidents October 1, 2019 – December 31, 2019		
Date	Location	Estimated Loss
Thursday, October 10, 2019	1450 Paris Street, Sudbury	\$100, 000
Friday, October 18, 2019	239 Guenette Drive, Hanmer	\$275, 000
Monday, October 28, 2019	43 Notre Dame Avenue, Azilda	\$130, 000
Tuesday, November 5, 2019	53 Hazel Street, Chelmsford	\$100, 000
Wednesday, November 27, 2019	69 Cedar Street, Sudbury	\$250, 000
Thursday, November 28, 2019	371 Dryden Road East, Wahnapitae	\$190, 000

Data Source: Fire House

Incident Type	Jan 1 – Dec 31, 2019	Jan 1 – Dec 31, 2018
Fires	288	369
Fire Alarms	1141	1198
Vehicle Collisions	689	1025
Open Air Burning Response	207	262
Medical Assistance	955	804
Other Incidents (assisting other agencies, no incident found on arrival, etc.)	1445	1385
Total	4725	5043
TOTAL Estimated Loss for Fires	\$11,687,292	\$9,341,904

Data Source: Fire House

30 of 45



Public Fire Safety Education/Fire Prevention

Public Education

Public Safety Officers developed the “12 Days of Holiday Fire Safety” media campaign, which consisted of fire safety messages delivered over multiple radio stations during the last three weeks of December. The Fire Chief, Mayor and Councillors assisted by way of personally recording the fire safety messages, which were played for the public. The overall campaign was successful by reaching approximately **45,000** individuals (those who saw the social media post) with **493** individuals providing engagement (likes, shares, comments or clicks on link) for the campaign.

Holiday Fire Safety television commercials were played by the local CTV station during the holiday season. These commercials were developed with collaboration from our partnership with First General Services (Sudbury) Inc.

A fire safety booth was set up at Home Depot and Lowes also in December with Fire Prevention Officers distributing fire safety reference information and answering questions from the public pertaining to fire and life safety.

Fire Inspections

Fire Prevention has implemented a target fire inspection program with a focus on restaurants. This program will ensure that restaurants are meeting their obligations under the Ontario Fire Code and ensure the required fire and life safety components of the building are installed properly, maintained, and inspected. The benefit of this targeted inspection program is to provide occupants, staff and firefighters with the assurance that the building is safe and complies with all the requirements of the Ontario Fire Code.

Each year, provincially mandated inspections and observations of fire drills by Fire Departments in Vulnerable Occupancies (care facilities, hospitals and retirement homes) must occur. The 2020 process for our 60 VO facilities across Greater Sudbury has begun and will continue for the next six months until successfully completed.

Fire Fleet/Logistics

Purchases

Bunker Gear - The Fleet and Mechanical Section is working to implement the Bunker Gear (Firefighter protective coat and pants) replacement project. All Bunker Gear has a service life of 10 years and must be replaced at or before that time. In Greater Sudbury, our Bunker Gear will begin to expire in 2021. In the first phase of this Council approved Capital project, a second set of gear



for all Full Time Firefighters will be acquired and put into service, phase two will commence in 2021 with the replacement of all Volunteer Firefighters' bunker gear. This gear replacement is driven by the presumptive legislation for all Firefighters in Ontario recognizing 17 prescribed cancers. The bunker gear will increase the protection and safety of the responders by eliminating contaminants from the interior of fire apparatus and fire stations, and reduce exposure to firefighters wearing contaminated gear after fire incidents occur. The second set of gear will allow the full time staff to return to active duty with minimal delay and prevent a significant loss of response time.

With a lower volume of fire incidents in the Volunteer Stations the need for spare gear is equally important but does not require a full second set. Volunteer Firefighters now have access to a stock of 50 new spare bunker gear sets to replace their gear when it becomes exposed to smoke and fire and requires cleaning. Their primary bunker gear will be replaced through this program in 2021 and Fire Services will always maintain a spare gear set for Volunteers to ensure they are equally protected from the products of combustion at all times.

Tankers - Fire Services has taken delivery of two new 2019 International HV607 Tankers as approved by Council in the 2019 budget. These two new Tankers have been outfitted with equipment and will be placed in service at Stations 6 Waters and Station 17 Hanmer, replacing equipment that will be removed from service.

Annual Testing

All annual Fire Service equipment and vehicle inspections for 2019 have been completed and the 2020 annual testing is already planned and underway. Each year every fire apparatus, life safety system, and various specific pieces of equipment must be properly evaluated, repaired, or replaced in order to meet standards and legislation.

Training

Fire Ground Survival

Fire Ground Survival (FGS) is a program developed to train firefighters on the lifesaving skills required should they ever become lost, disoriented, injured, low on air, or trapped. Fire Services is working with the Ontario Professional Firefighters Association (OPFFA) and the International Association of Firefighters (IAFF) to deliver the FGS course to firefighters. To fully implement this program across the service, additional funds will be requested later in order to purchase the training components currently on-loan from the IAFF/OPFFA. This will allow the FGS training to be delivered by our training section to all Full Time and Volunteer Firefighters on a regular basis.



Emergency First Responder

Volunteer Firefighters from the fire stations identified (Dowling, Levack and Capreol) as being a medical response area, who also have put forth their names for training and response to Emergency First Responder (EFR) incidents, have now completed two of the compulsory six days of EFR training. The training continues in January until successfully completed.

Job Performance Requirements

In order to comply with the National Fire Protection Association (NFPA) standards and requirements, the Training Section has implemented a new database to document and maintain records of all Job Performance Requirements (JPRs) required for all of our programs. Training on the use of the JPRs will commence in January with all stations reporting in this manner starting in 2020.



For Information Only

Emergency Management Update

Presented To:	Emergency Services Committee
Presented:	Wednesday, Feb 12, 2020
Report Date	Tuesday, Jan 21, 2020
Type:	Correspondence for Information Only

Resolution

For Information Only

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

This information report was prepared to provide the Emergency Services Committee an overview of recent business activities, relevant statistics and good news stories in the Emergency Management Section, Community Safety Department.

Financial Implications

There are no financial implications associated with this report.

Signed By

Report Prepared By

Latoya McGaw
Emergency Management Officer
Digitally Signed Jan 21, 20

Division Review

Melissa Roney
Acting Deputy Chief of Emergency Services
Digitally Signed Jan 21, 20

Financial Implications

Apryl Lukezic
Co-ordinator of Budgets
Digitally Signed Jan 23, 20

Recommended by the Department

Joseph Nicholls
General Manager of Community Safety
Digitally Signed Jan 23, 20

Recommended by the C.A.O.

Ed Archer
Chief Administrative Officer
Digitally Signed Jan 28, 20

EXECUTIVE SUMMARY

This report aims to provide the City of Greater Sudbury Emergency Services Committee with an update on information as it relates to recent business activities within the Emergency Management Section of the Community Safety Department.

The Emergency Management Section provides leadership, guidance and direction to ensure the safety of residents in community emergencies. This Section is governed by the Emergency Management and Civil Protection Act (EMCPA). The Office of the Fire Marshal and Emergency Management (OFMEM) and the Greater Sudbury Emergency Management Advisory Panel provide further direction and advice to the Emergency Management Section. This Section offers 24/7 support with a primary focus on the safety of our citizens through the effective management of community risks and emergencies.

Emergency Management

EMCPA Compliance

All municipalities in Ontario are required to establish and maintain an Emergency Management Program in accordance with the requirements under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9.

The Office of the Ontario Fire Marshal and Emergency Management (OFMEM) performs an annual year-end audit of all municipal emergency management programs in Ontario. An online submission indicating areas of compliance along with the submission of supporting documents must be submitted by the Community Emergency Management Coordinator (CEMC), declaring that the Municipality (City of Greater Sudbury) has completed all of the annual requirements.

Greater Sudbury's Emergency Management Section has undertaken many initiatives in 2019 to achieve compliance with the requirements of the Act and Ontario Regulations 380/04. Our submission of the online compliance requirements was completed on December 23, 2019.

OFMEM will review Greater Sudbury's submission and advise if the municipality has met the requirements of the Act. Since the implementation of the Act, Greater Sudbury has continuously met and exceeded the requirements under the legislation.

EMCPA Compliance Training

Ontario Regulation 380/04, s. 12, requires all members of the Community Control Group (CCG) to annually demonstrate adequate levels of training in key areas of municipal emergency preparedness. This includes but is not limited to:

- Knowledge of all the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;



- Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;
- Knowledge of the notification procedures used to notify members of the CCG when the Municipal Emergency Plan is activated; and
- Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre (EOC).



On November 13, 2019, the CCG participated in annual compliance training as required by the O Reg 380/04, s. 12. Training included refresher sessions on the crisis communication software, WebEOC and the notification process (Everbridge) used to activate the EOC and CCG.

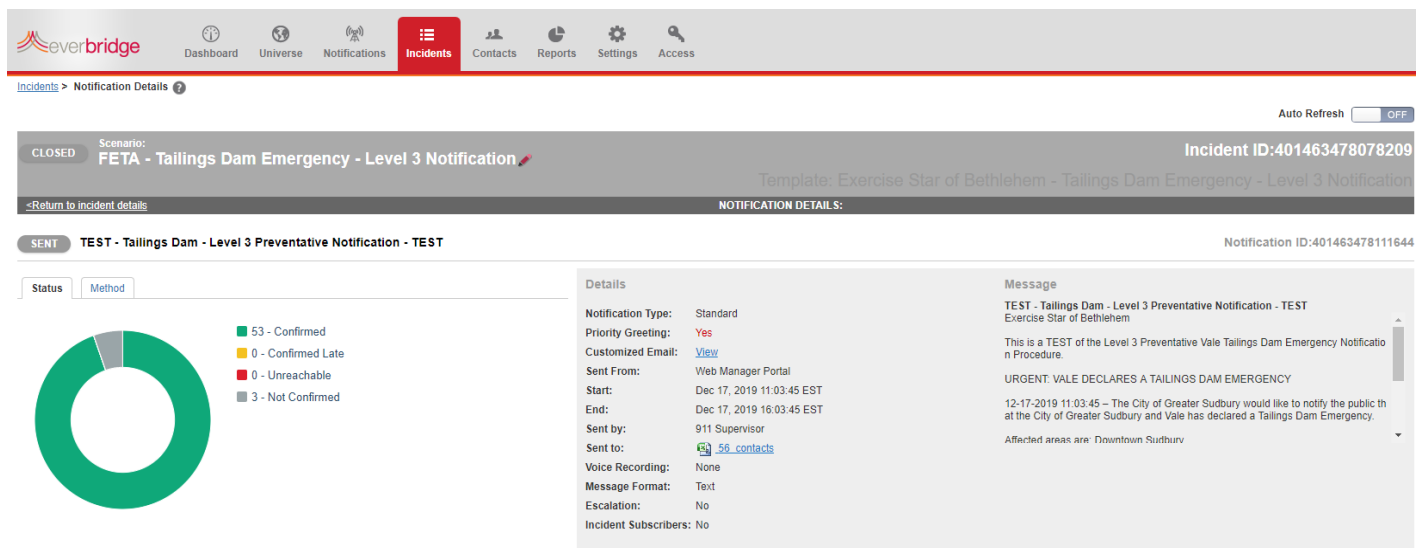
The newest addition to EOC functionality, the Critical Infrastructure dashboard was also unveiled to the CCG. This dashboard will provide EOC staff with the ability to quickly view and determine the amount and type of infrastructure located within an incident site.

CCG members also completed an online training course module via the City's Learning Management System (LMS), for the purposes of reviewing their specific roles and responsibilities as a member of the CCG.

Training

Hazardous Materials Standard Operating Procedure Exercise

On December 17th 2019, City of Greater Sudbury and Vale conducted a communication test, dubbed "Exercise Star of Bethlehem". The exercise was designed to test the communication process between emergency services and partner agencies who would be involved in a tailings dam event. Results from this exercise were positive where Community Control Group members acknowledged and responded to the test notification as noted in the notification details report below.



The exercise also provided a training opportunity and ongoing awareness for the Community Control Group and first responders. Such activities assist in continuously improving our Standard Operating Procedures (SOPs) by identifying gaps and assists responding and partner agencies in improving their response procedures.

IMS Training

On February 20-21, 2020, CGS Emergency Management will be hosting an IMS 200 course. This course align with our effort to have all ELT members, and their designates trained how to manage emergency incidents in the EOC.

GOOD NEWS STORIES

Sudbury Alerts



The City of Greater Sudbury in partnership with VALE, Glencore, Greater Sudbury Police Services, Greater Sudbury Utilities, and Public Health Sudbury & Districts launched Sudbury Alerts in February 2017. This public alerting notification system alerts residents of a potential hazard or concern that is considered an

imminent threat to public safety. The system – built by Everbridge, a worldwide leader in critical communications allows residents to receive emergency alerts on their home phone, cell phone, TTY service, fax machine, or email. Sudbury Alerts will act in conjunction with the City's Emergency Management Program for the protection and safety of residents.

The system implemented in 2017 currently has 9,700 residents signed up via the member portal accessed through the City's website along with 69,000 publicly listed home and business phone numbers from the White and Yellow pages.

Sudbury Alerts provides an additional level of functionality to current communications methods – traditional and social media. Community members are encouraged to sign up for Sudbury Alerts to take advantage of its additional features.

For Information Only

Paramedic Services Update

Presented To: Emergency Services Committee

Presented: Wednesday, Feb 12, 2020

Report Date: Friday, Jan 24, 2020

Type: Correspondence for Information Only

Resolution

For Information Only

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

This information report was prepared to provide the Emergency Services Committee an overview of recent business activities, relevant statistics and good news stories in the Paramedic Division, Community Safety Department.

Financial Implications

There are no financial implications associated with this report.

Signed By

Division Review

Paul Kadwell
Deputy Chief of Paramedic Services
Digitally Signed Jan 24, 20

Financial Implications

Apryl Lukezic
Co-ordinator of Budgets
Digitally Signed Jan 24, 20

Recommended by the Department

Joseph Nicholls
General Manager of Community Safety
Digitally Signed Jan 24, 20

Recommended by the C.A.O.

Ed Archer
Chief Administrative Officer
Digitally Signed Jan 28, 20

EXECUTIVE SUMMARY

This report aims to provide the City of Greater Sudbury Emergency Services Committee with an update on activities, relevant statistics, and recent performance measures within the Paramedic Service Division of the Community Safety Department.

Greater Sudbury Paramedic Services is responsible for the delivery of a performance-based paramedic service that complies with legislative and regulatory requirements, ensuring safe and quality pre-hospital emergency medical care and transportation for those individuals suffering injury or illness. A performance-based paramedic service focuses on clinical excellence, response time performance, patient outcomes, patient satisfaction, continuous quality improvement, and a healthy work environment conducive to professional growth.

Paramedic Operations

Health and Safety Training

Working with City of Greater Sudbury Health and Safety Section, Paramedic Services is committed to sending more people to Level I and Level II Joint Health and Safety Certification Training. The knowledge this group has gained is already improving the worksite inspection process. The team has learned to identify and resolve hazards and establish and build upon a strong safety culture in the workplace.

Peer Support Network Team Professional Development

Our Peer Support Network (PSN) team continues to participate in professional development sessions with a local clinical psychologist. These sessions are instrumental in advancing the development of our PSN team, ensuring they are well prepared to assist their colleagues in times of need. The latest session which was held in December covered calls associated with domestic violence and sexual assault.

Paramedic Services Performance Measures Defined

Paramedic Calls for Service

A measure of calls **received** by Greater Sudbury Paramedic Services by the Central Ambulance Communications Centre (CACC) to respond to emergencies. In simpler terms, the number of calls to 911 for Paramedic Services that resulted in Paramedics being dispatched.



Paramedic Unit Responses

A measure of units **dispatched** by the CACC to Paramedics to service emergencies. This number will typically be higher than calls for service as some calls necessitate the use of multiple ambulances, Paramedic Response Units, or Platoon Superintendent Units.

Paramedic Patients Transported

A measure of patients being transported on both an emergency and non-emergency basis (Table 1).

EMS Calls for Service	27,729
EMS Unit Response	32,708
EMS Patients Transported	19,424

Table 1. Greater Sudbury Paramedic Services Statistics Q1-Q4 2019

Logistics

Overhead Door Sensors

During a one-year trial a selected number of doors had a new electronic door sensor installed, not one system has failed, which is an example of investment in reliable technology that improves safety and decreases costs. Typically, overhead doors require frequent inspection and maintenance, specifically the built-in safety systems at the leading edge of the door panel, which prevents closing on a person or obstacle. With our conventional air pressure system, where the safety edge is full of air that if pressed, against an object, it would trip a pressure switch to reverse the door direction. This system often failed due to air leaks, intense summer heat or cold winter air and requires constant adjustments. On average \$600.00 per month is spent to have the doors repaired or adjusted, to correct safety edge problems. The new electronic door safety edge costs approximately \$600.00 each. Moving forward our intention is to install the new electronic door sensor onto all 12 main bay doors, when the current system requires replacing. We anticipate to recover the implementation costs in 12 months, with a goal to eliminate the monthly \$600.00 contractor costs associated with the safety system.

Professional Standards

Professional Standards is responsible for the delivery of quality assurance programming consisting of clinical and service delivery auditing to improve patient safety and ensure high-quality clinical care, thereby reducing risks. Professional Standards also manages the electronic patient care record system, including quality assurance oversight.



Clinical events are monitored and evaluated to identify training and education opportunities for the Paramedics.

Reported number of clinical events: Date range is October 1 – December 15, 2019

Cardiac	Number of calls with at least 1, 12 Lead Acquired	825
	Total Cardiac Ischemia related	225
	Number of STEMI	37
	A STEMI is a specific type of heart attack, which can be diagnosed by Paramedics in the pre-hospital setting.	

Neurological	Total Neuro-related	943
	Number of Acute Stroke (FAST positive, timeline criteria met)	36
	Average Age in years	76
	Number of Strokes	27
	An Acute Stroke Patient qualifies for specific time-sensitive treatments from the hospital to reduce and reverse damage caused by stroke.	

Sepsis	Number of Suspected Sepsis Cases	40
	Average Age in years	82
	Number of Confirmed Sepsis Cases	27
	A Suspected Sepsis Patient meets a specific criteria (qSOFA) used to identify patients at risk of death due to systemic infection.	

Cardiac Arrest Medical and Trauma	Total Cardiac Arrest, Medical and Traumatic	73
	Total Treated Cardiac Arrest Medical and Traumatic	35
	Number of Treated Cardiac/Medical Arrest	31
	Number of Medical Arrest with Return of Spontaneous Circulation at any time while in Paramedic Care.	7

Training

Staff Education Sessions

During the fourth quarter, Training Officers delivered in-class education sessions to all frontline Paramedics. Topics covered during the full-day session included Court Process and Legal Documentation, Indigenous Cultural Training, SafeTALK Suicide Awareness Training, CPR Recertification and Stroke Review.

Community Paramedicine

Health Promotion Community Paramedicine (HPCP)

The objective of this program is to maintain and expand health promotion, education and injury prevention. This program will also assist citizens in chronic disease recognition and prevention, injury awareness/prevention strategies, referrals and health system navigation assistance. The primary goals of this program are to mitigate emergency calls and hospital visits, keep our “at-risk” aged population healthy and at home, attempt to aid our vulnerable populations and redirect them to more suitable community resources other than the Emergency Department.

During the 2020 budget, council approved additional funding for the Health Promotions Community Paramedic Program. The additional funding will allow the expansion and addition of services equitably throughout CGS communities.

Within this reporting period, 150 calls were referred to local service/programs. Of these 150 calls, four were referred to withdrawal management services, six to the Community Mobilization Sudbury-Rapid Mobilization Table, eight to mental health services, with the remaining 132 being Paramedic referrals.

A revised Mental Health and Addictions Emergency Department Diversion by Paramedics Directive is under review with our Medical Director, who brought the directive forward to Health Science North (HSN) Quality Control Committee, where recommendations have been presented. The next steps for initiation of the new directive will be to meet with diversion destination agencies and HSN Withdrawal Management and Crisis Intervention Services to inform of proposed changes and receive feedback before beginning Paramedic staff education. The new directive intends to help ensure Paramedics offer the right care to the right patients at the right time with improved utilization of diversion. Improved tracking processes have been created to allow follow-up and interagency data sharing regarding patient destinations when a Paramedic offers a diversion from ED to these alternate, more appropriate destinations.

Paramedic Services presented six cases to the Community Mobilization Sudbury – Rapid Mobilization Table (CMS-RMT) for persons found at acutely elevated risk who require a multiple agency response. HPCP was the lead agency in two of these cases. Paramedic Services was requested as an assisting agency in 53 other CMS-RMT responses presented by other community agencies. HPCP total engagement was 55 out of 63, or 87.3% of total RMT discussions for this Q4 2019 period. Paramedic Services is a valuable resource during RMT discussions. These processes are very



time-sensitive and take priority as these individuals are at an elevated risk of harm. These cases take time to develop effective planning with appropriate community agencies.

A home visit program was initiated in December 2019, where a Community Paramedic will visit those identified in our community as frequent 911 users. This program is called CP@Home and is a randomized research collaboration between CGS Paramedic Services HPCP program and McMaster University that will run from December 2019 to March 2021. The goal is to see a lowering of frequent 911 callers' reliance on the 911 system through engagement with more appropriate community services resulting in a lowering of these types of 911 calls annually, thus allowing Paramedic Services to maintain current service levels provided to the community.

Paramedic Services Opioid Monitoring and Reporting

Paramedics in Ontario do not confirm an opioid overdose as they lack the diagnostic tools to do so. Paramedics indicate suspicion of an opioid-related incident as derived from the patient, scene assessment, signs and symptoms, patient or bystander reports of drug use or incident history. The shared Paramedic Service Community Drug Strategy Opioid Report represents suspicion of an opioid-related incident and cannot confirm cases or deaths because of the suspected opioid overdose. Data regarding deaths from opioid overdoses can be obtained from the Public Health Ontario website.

<https://www.publichealthontario.ca/en/data-and-analysis/substance-use/interactive-opioid-tool#/dTrend>

The following three tables (4, 5, and 6) represent the cumulative suspected opioid-related incident call data and naloxone administration as tracked and shared with the Community Drug Strategy for early warning and detection between October 1, 2019, and December 31, 2019.

Table 4. Q4 2019 with comparisons to Q4 2018 and 2017 – Paramedic Services Suspected Opioid Incidents

Reporting Period	2019	2018	2017
October	25	19	18
November	30	27	12
December	52	28	6
Total for Q4	107	74	36

Table Data Source shared Sudbury Paramedic Services Community Drug Strategy Opioid Report

Table 5. Q4 2019 with comparisons to Q4 2018 and 2017 - Naloxone Administration by Non-Paramedic Services

Reporting Period	2019	2018	2017
October	2	1	7
November	5	6	6
December	7	6	3
Total for Q4	14	13	16

Table Data Source shared Sudbury Paramedic Services Community Drug Strategy Opioid Report

Table 6. Q4 2019 with comparisons to Q4 2018 and 2017 - Paramedic Services Non-Paramedic Naloxone Administration

Reporting Period	2019	2018	2017
October	7	9	1
November	8	9	3
December	18	6	2
Total for Q4	33	24	6

Table Data Source shared Sudbury Paramedic Services Community Drug Strategy Opioid Report