

**FIRE PREVENTION SUGGESTED GOING FORWARD WORK PLAN**  
**SEPTEMBER 2012, JANUARY 2014, UPDATED APRIL 2015**

#	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 has since initiated a new IRM tool that the City of Greater Sudbury Fire Service (CGSFS) is partnering with on an ongoing basis.	Complete
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.	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.	Since the writing of the initial report the CGSFS has taken on additional responsibilities of now enforcing mandatory use of carbon monoxide alarms. CGSFS continues to enforce other fire related by-laws such as fireworks and open-air burning. CGSFS continues to work in cooperation with By-law Services.	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 attend courses offered by the OFM. Guidelines and policies are being written in parallel to the implementation of the new records management system.	Ongoing
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.	As item #1, the OFM has initiated an IRM tool that the fire service has embedded in the new records management system.	Ongoing
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. As reported above, operational guidelines are being embedded in the records management system.	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 1,500 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 Q4 2017)

#	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 IRM tool with an emphasis on those building classifications most likely to be a fire risk to both occupants and firefighters.	Ongoing
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. The OP is to be ready by summer 2013. It will be done in conjunction with the Platoon Chiefs and the Operation Procedure Committee.	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.	The Integrated IRM tool will provide accurate metrics that will clarify time intervals for routine inspections by building classification. Pending further analysis, only vulnerable occupancies currently require annual inspections.	Update Q1 2016
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 maintains the 5 Chiefs CTV media efforts in conjunction with other area Chiefs. CGSFS has initiated a new public safety announcement in partnership with CTV. (video to be shown at the May 4 <sup>th</sup> Community .Services Committee.)	Ongoing
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 workplan that addresses the CGS educational systems. Public education activities will be aligned with the IRM tool to ensure delivery of public education throughout the CGS.	Ongoing
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 records management system currently being beta tested for all CGSFS will ensure all public education has applicable operational guidelines.	Ongoing
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.	Ongoing
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 will be accomplished with the full implementation of the new records management system.	Q3 2015

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> . An OP for low and medium risk occupancies could be out in Q2 2012. The OP would be expanded on and the updates would be ongoing.	Training has been delivered to all Platoon Chiefs and several Captains.	Q1 2016
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.	Ongoing	Q4 2015
25	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services provides access to Citrix database to all Fire Prevention staff.	Ongoing	Q4 2015