

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

#	OFM RECOMMENDATION	RESOURCING	TARGET START	TARGET COMPLETION	APPROVAL
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q3 2012	Q4-2012 work to be part of Comprehensive Fire Review Q4 2013	Departmental Senior Management Q1-2013 Q1 2014
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs	Q4 2012	1. Initial review completed – Q2 2012- Q3 2013 2. Revisit after completion of Comprehensive Review Q2-2013 Q2 2014	Community Services Committee 1.Q3 2013 2.Q1 2014
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services	Q3 2012	Q4 2012	Corporate Community Services Committee Q1 2013 completed
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".	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services	Q3 2012	Q4 2012 completed	Departmental Senior Management Q4 2012 completed
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q3 2012	Q1-2013 Q2 2014	Departmental Senior Management
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire	Q1 2013	Q3-2013 Q2 2014	Departmental Senior Management Q3-2013 Q3 2014

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		Prevention Officer			
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q4 2012	Q2-2013 Q4 2013	Departmental Senior Management
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> .	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q3 2012	Q4 2012 Q4 2017	Departmental Senior Management Q2 2012 Q1 2018
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. It will take some time to work the bugs out.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q3 2012	Q3-2013 Q3 2014	Departmental Senior Management Q3-2013 Q4 2014
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q1 2013	Q2-2013 Q4 2013	Departmental Senior Management Q2-2013 Q2 2014
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services	Q3 2012	Q4 2012	Corporate Community Services Committee Q4 2012
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic	Q3 2012	Q4-2012 Q4 2013	Departmental Senior Management Q4-2012 Q1 2014

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		Services Deputy Fire Chiefs Chief Fire Prevention Officer			
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q1 2013	Q3 2013 Q4 2013	Departmental Senior Management Q3 2013 Q2 2014
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q4 2012	Q2 2013 Q2 2014	Departmental Senior Management Q2 2013 Q4 2014
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q4 2012	Q2 2013 Q2 2014	Departmental Senior Management Q2 2013 Q4 2014
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q4 2012	Q2 2013 Q2 2014	Departmental Senior Management Q2 2013 Q4 2014
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>	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire	Q4 2012	Q1 2013 Q4 2013	Departmental Senior Management Q1 2013 Q1 2014

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		Prevention Officer			
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> .	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q3 2012	Q4 2012 completed	Departmental Senior Management Q4 2012 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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q3 2012	Q2 2013 Q2 2014	Departmental Senior Management Q2 2013 Q4 2014
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q3 2012	Q1 2013 Q2 2014	Corporate Community Services Committee Q1 2013 Departmental Senior Management Q4 2014
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q1 2013	Q4 2013 Q2 2014	Departmental Senior Management Q3 2013 Q3 2014
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services	Q3 2012	Q4 2012 Q1 2014	Departmental Senior Management Q1 2014
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic	Q3 2012	Q4 2012	Departmental Senior Management Q4 2012 Q1 2014

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		Services Deputy Fire Chiefs Chief Fire Prevention Officer			
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.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs	Q1 2013	Q4 2013 Q4 2014	Corporate Community Services Committee Q4 2013
25	The Council of Greater Sudbury ensures the City of Greater Sudbury Fire Services provides access to Citrix database to all Fire Prevention staff.	Chief of Fire and Paramedic Services Executive Deputy Chief of Fire and Paramedic Services Deputy Fire Chiefs Chief Fire Prevention Officer	Q3 2012	Q3 2012 completed	Departmental Senior Management Q3 2012 completed