



Overview Presentation: Fire Master Plan & Community Risk Assessment

Prepared by:

THE **LOOMEX** GROUP

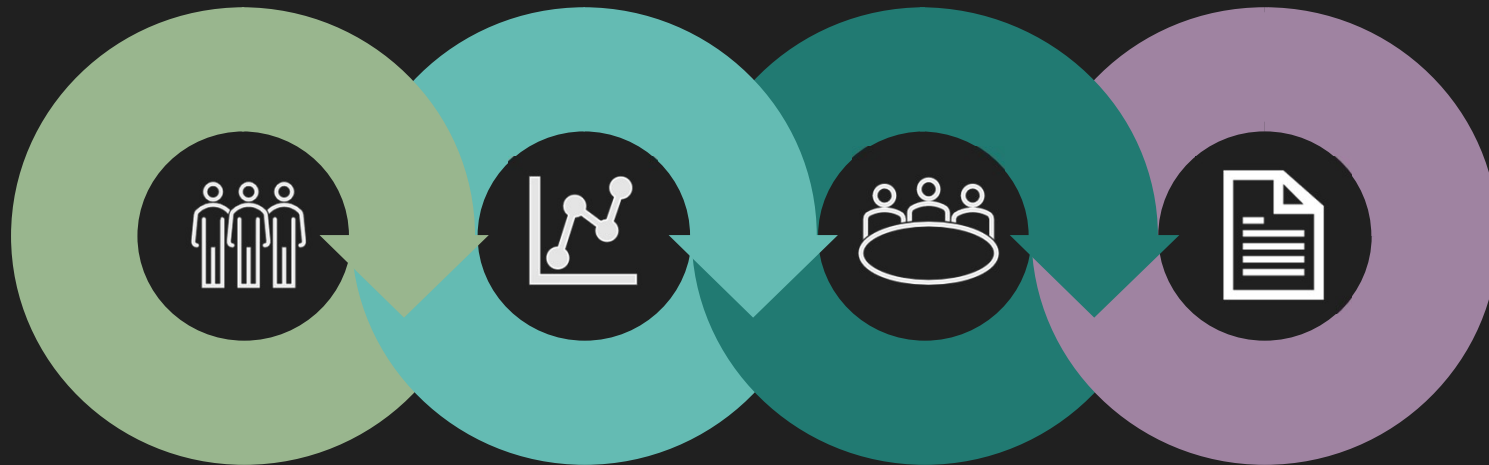
Scope



The scope of the project was to develop a Community Risk Assessment and Fire Master Plan, working in conjunction with the Drummond/North Elmsley Tay Valley Fire Board and the Drummond/North Elmsley Tay Valley Fire Rescue. The goal of the project was to determine any risks within the communities, review the current and potential future operations of the Department, and to make recommendations to assist the Fire Board and Fire Chief in making informed decisions on developing a community fire safety plan.



Approach & Methodology



Specialist Team

Expert Team with direct experience in managing emergency and fire services departments.

Data Review

Review of legislation, documents, reports, maps, and direct observation of the environment, and engagement.

Engagement

Fire Chief
Administrative
Assistant/Treasurer
Officers and
Firefighters
CAOs of Townships

FMP & CRA

Analysis of information, looking at best practices & development of a FMP & CRA

Community Risk Assessment Background



Ontario Regulation 378/18 under Fire Protection & Prevention Act, 1997

- The Regulation came into effect on July 1, 2019.
- Requires all Municipalities and Fire Departments to conduct a Community Risk Assessment (CRA) before July 1, 2024.
- Ensures each Municipality makes evidence-based decisions on the provisions of fire protection services based on the unique needs and circumstances of their community.
- DNETV Fire Board retained The Loomex Group to complete a Fire Master Plan and, simultaneously, a CRA to meet the legislation requirements.

Mandatory Profiles



The regulation has set mandatory community profiles to review when assessing risk to public safety which includes:

- Demographics
- Building Stock
- Critical Infrastructure
- Geography
- Hazards
- Public Safety Response
- Community Services
- Past Events and History

Risk



Risk is defined as a measure of the probability and consequence of an adverse effect on health, property, organization, environment, or community due to an event, activity or operation.

Risk



By identifying and prioritizing the fire and life safety risks in a community, based on probability and impact if occurred, fire departments can determine which risks to address and how best to manage them.

Prioritizing Risks



Probability Levels

- | | |
|-----------------------|--|
| Rare | <ul style="list-style-type: none">• May occur in exceptional circumstances• No incidents in the last 15 years |
| Unlikely | <ul style="list-style-type: none">• Could occur at some time, especially if circumstances change• 5 - 15 years since last incident |
| Possible | <ul style="list-style-type: none">• Might occur under current circumstances• 1 incident in the last 5 years |
| Likely | <ul style="list-style-type: none">• Will probably occur at some time under current circumstances• Multiple or recurring incidents in the last 5 years |
| Almost Certain | <ul style="list-style-type: none">• Expected to occur in most cases unless circumstances change• Multiple or recurring incidents in the past year |

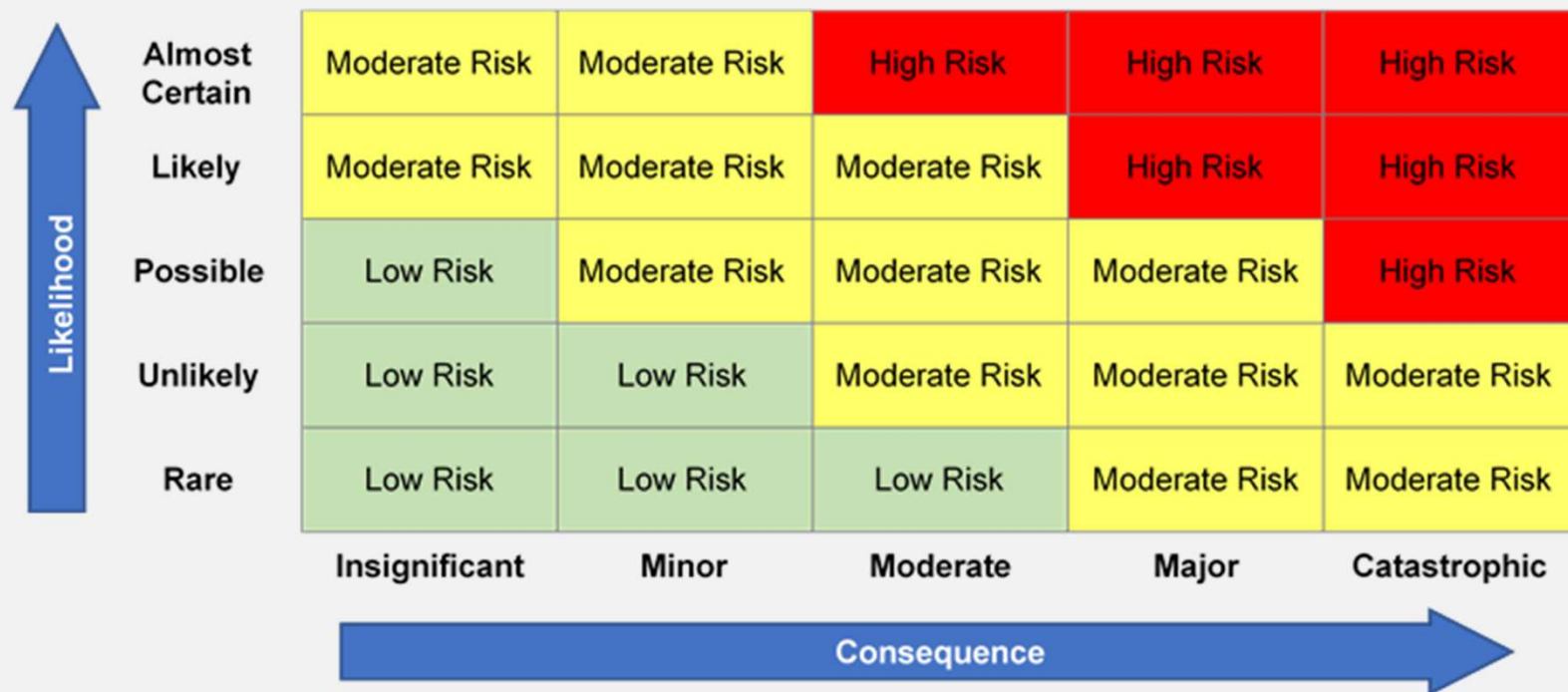
Consequence Levels

- | | |
|----------------------|--|
| Insignificant | <ul style="list-style-type: none">• No life safety issue• Limited value or no property loss• No impact on the local economy or effect on living conditions |
| Minor | <ul style="list-style-type: none">• Potential risk to occupant life safety• Minor property loss• Minimal disruption to business and impact on living conditions |
| Moderate | <ul style="list-style-type: none">• A threat to occupant life safety• Moderate property loss• Poses a threat to small businesses and could pose a threat to the quality of the environment |
| Major | <ul style="list-style-type: none">• Potential for a massive loss of life• Would result in significant property damage• Significant threat to large businesses, local economy and tourism• Impact to the environment resulting in a short-term, partial community evacuation |
| Catastrophic | <ul style="list-style-type: none">• Significant loss of life• Multiple property damage to a significant portion of the municipality• Long-term disruption of business, local employment, and tourism• Damage to the environment resulting in long-term community evacuation |

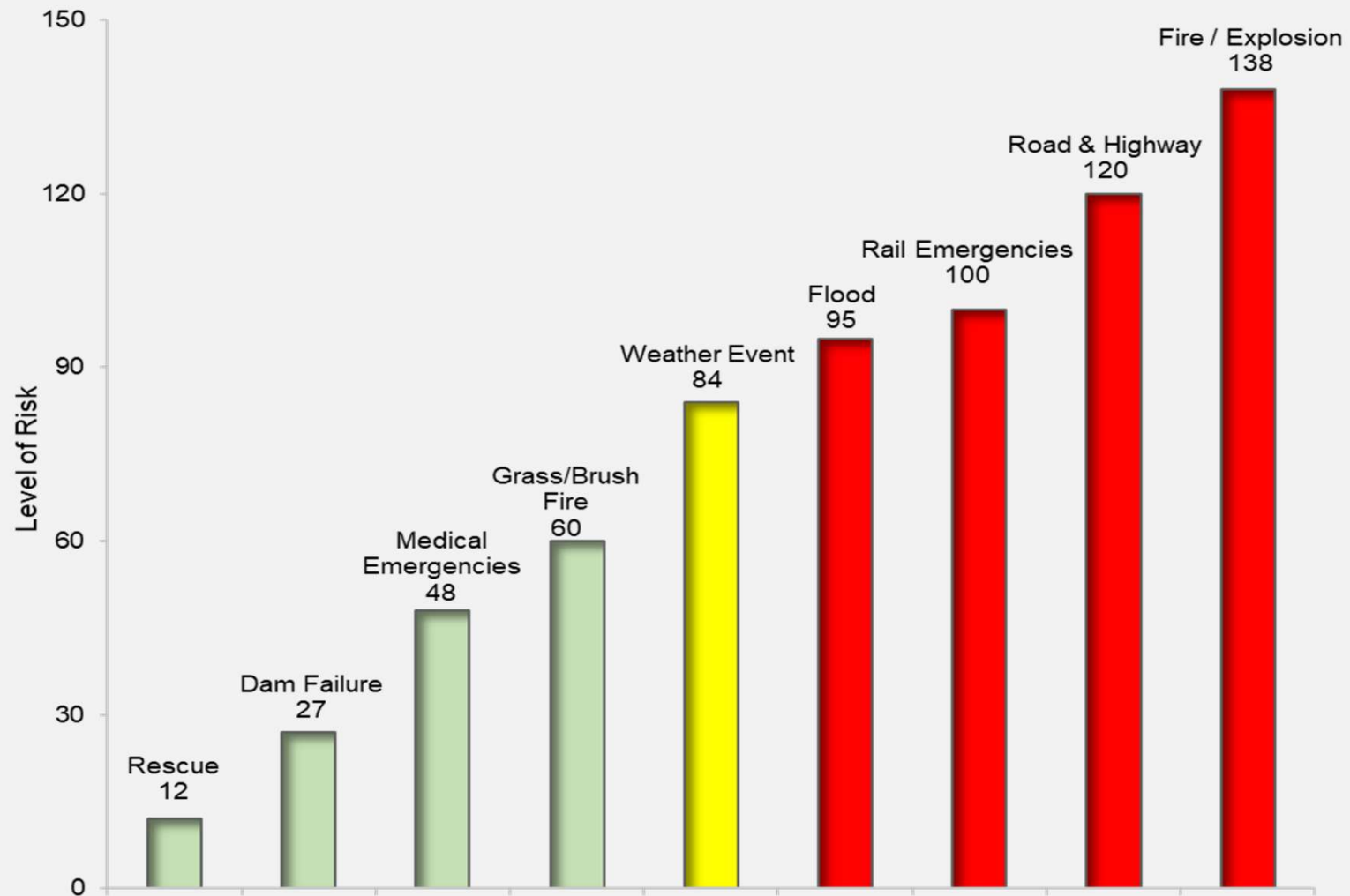
Risk Level Matrix



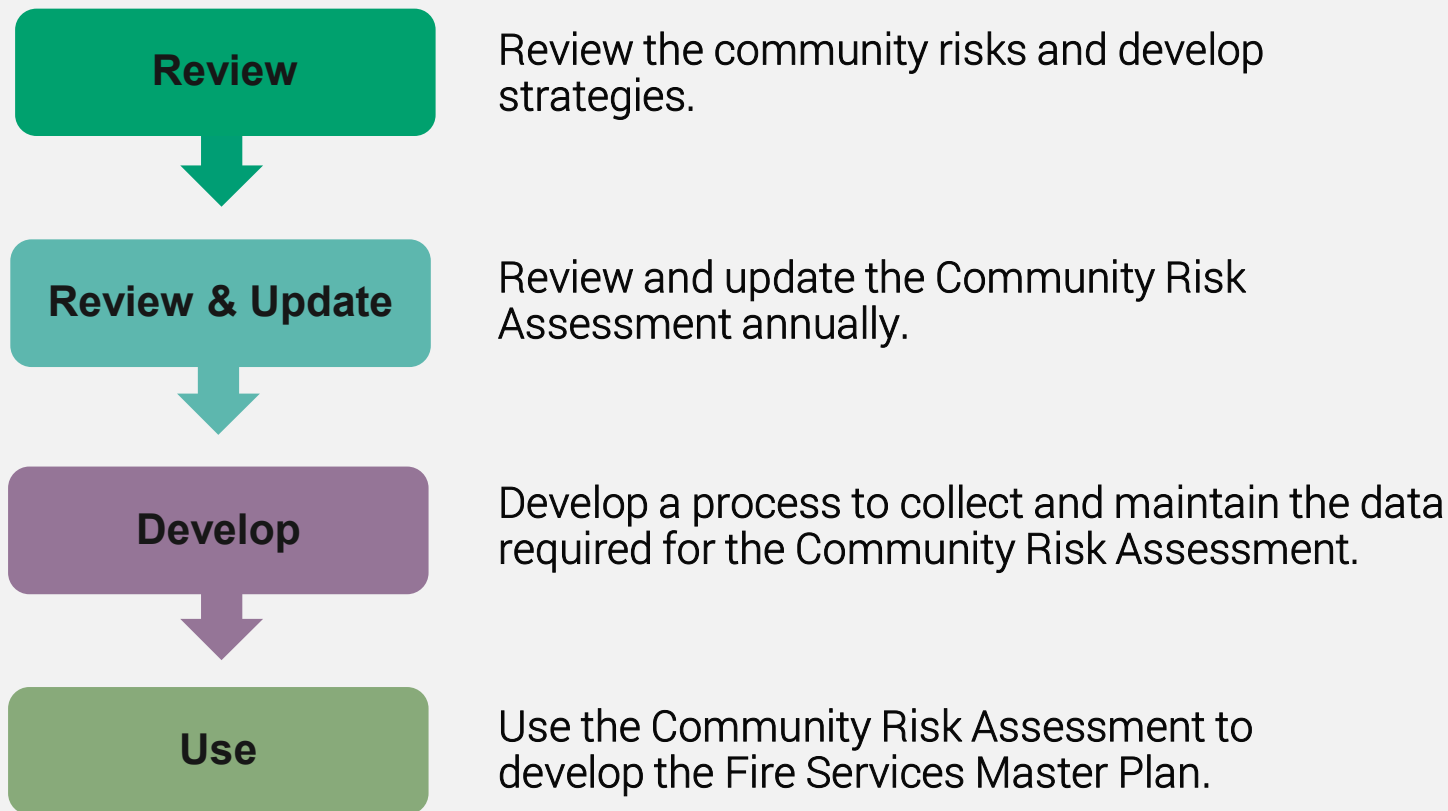
The Project Team determined risk levels for the Townships based on available information provided.



Townships Level of Risk



Where to does the Fire Board go from here?



Recommendations Overview



34 Recommendations

13

**Require Fire Board
Approval**



17

**Budget
Implications**



11

Mandatory



Legislation and Bylaw Recommendations



1

Mandatory Fire Board Approval

The Establishing and Regulating Bylaws be reviewed and updated as required to reflect the current level of service and submitted to the Fire Board for consideration and approval. Final adoption by both Township Council is needed.

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2

Fire Board Approval Budget Implications

The Fire Chief review and update as required all fire service bylaws and agreements to ensure they reflect the current level of service provided or received.

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3

Mandatory Fire Board Approval Budget Implications

In consultation with the Fire Board and Township CAOs, the Fire Chief review applicable legislation and update the Joint Fire Board Agreement, including clarifying each stakeholder's roles and responsibilities..

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4

The Fire Chief establishes a regular schedule to review a few fire service bylaws and agreements annually.

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Strengths, Weaknesses, Opportunities & Threats (SWOT)

1

The Fire Chief, Station Chiefs and Officers review the SWOT Analysis results and determine how to incorporate comments and suggestions into future Department strategic planning.



Occupational Health and Safety

1

Mandatory

The Fire Board continue to support the Departments' Firefighter Wellness, Critical Incident Stress Management and Post Traumatic Stress Disorder Programs

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2

Mandatory Budget Implications

The Fire Chief and Station Chiefs review the current procedure of responding to an emergency scene on a fire apparatus as it relates to wearing PPE.

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3

Mandatory Budget Implications

The Fire Chief and Station Chiefs should review the procedures of firefighters that respond directly to an emergency scene without PPE and at a minimum, develop SOGs to set the expectations of the firefighters.

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Fire Prevention and Public Education



1

Mandatory Fire Board Approval Budget Implications

The Department develop and implement a standardized Public Education Program for the Townships to ensure compliance with the FPPA.

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2

Mandatory Fire Board Approval Budget Implications

A Smoke/CO Alarm and Home Escape program is developed, formalized, and adopted through bylaw to ensure compliance with the FPPA.

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3

Fire Board Approval

A Fire Prevention Bylaw be developed for both Councils to consider setting regular inspection frequencies based on occupancy type and best practices.

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4

The Fire Chief annually review and update the requirements of the FPPA to ensure compliance.

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Training

1

The Department should continue to participate and support the countywide recruit training program to ensure a viable recruit base and reduce individual department recruit costs.

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2

The Department improve the Records Management System to monitor and track completed and mandatory training for compliance, including a yearly review of volunteer performance.

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3

The Department establishes a Training Committee to ensure compliance with NFPA certifications and provincially mandated training. The Committee should also be responsible for ensuring there are qualified instructors, developing lesson plans, and that Job Performance Reviews for skills sign-off is used.

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4

Mandatory Budget Implications

An Officer Development program be established to ensure a bank of Officers and instructors are meeting the requirements of NFPA and the definition of "Supervisor" under OHSA.

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5

A review of the South Sherbrooke Training Site is completed, and options explored to expand the footprint to provide shared resources for the BBDE Station and Countywide departments in the area. There is an opportunity for cost recovery through site sharing with neighbouring departments.

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Future Departments Operations



1

Fire Board Approval Budget Implications

The Fire Board approves hiring a Deputy Fire Chief to manage the Training and Fire Prevention Programs and support the Fire Chief's role.

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2

Fire Board Approval Budget Implications

The Department implements a new burn permit system that is efficient and requires fewer hours for the Administrative Assistant/Treasurer to manage and includes using the "Who's Responding" Program.

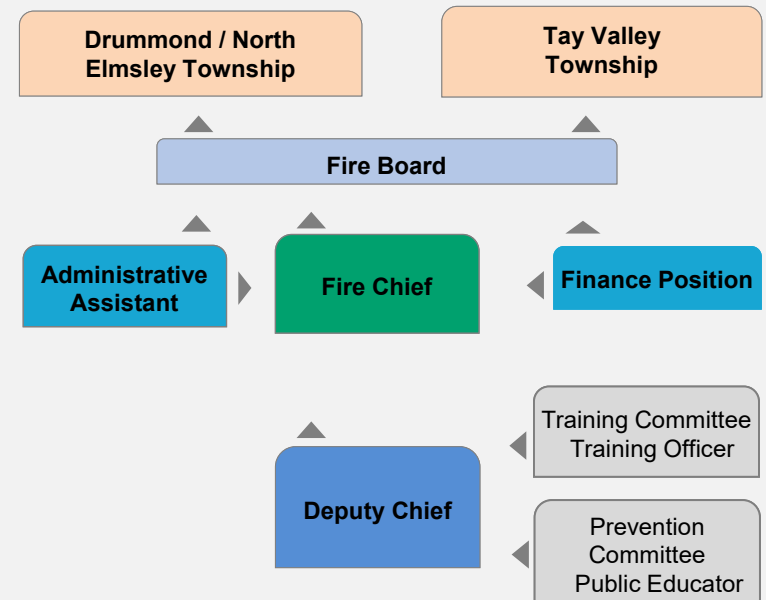
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3

Fire Board Approval Budget Implications

The Fire Board reviews the proposed considerations to reduce the Administrative Assistant/Treasurer's workload either by supporting the position with additional staff or reallocating duties to one or both Township Offices.

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Response Time & Deployment

1

Budget Implications

The Fire Chief conducts a Station Location Study that includes a response time analysis for relocating the BBD&E Fire Station.

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2

Fire Board Approval Budget Implications

The Fire Chief approaches the Perth Fire Department Chief to develop an Automatic Aid Agreement for structure fires in areas where the Perth Fire Department can respond faster.

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3

Fire Board Approval

The Fire Board adopts the Rural Home and Estate Subdivision Standard for new construction.

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Fire Apparatus & Equipment Standards

1

Fire Board Approval Budget implications

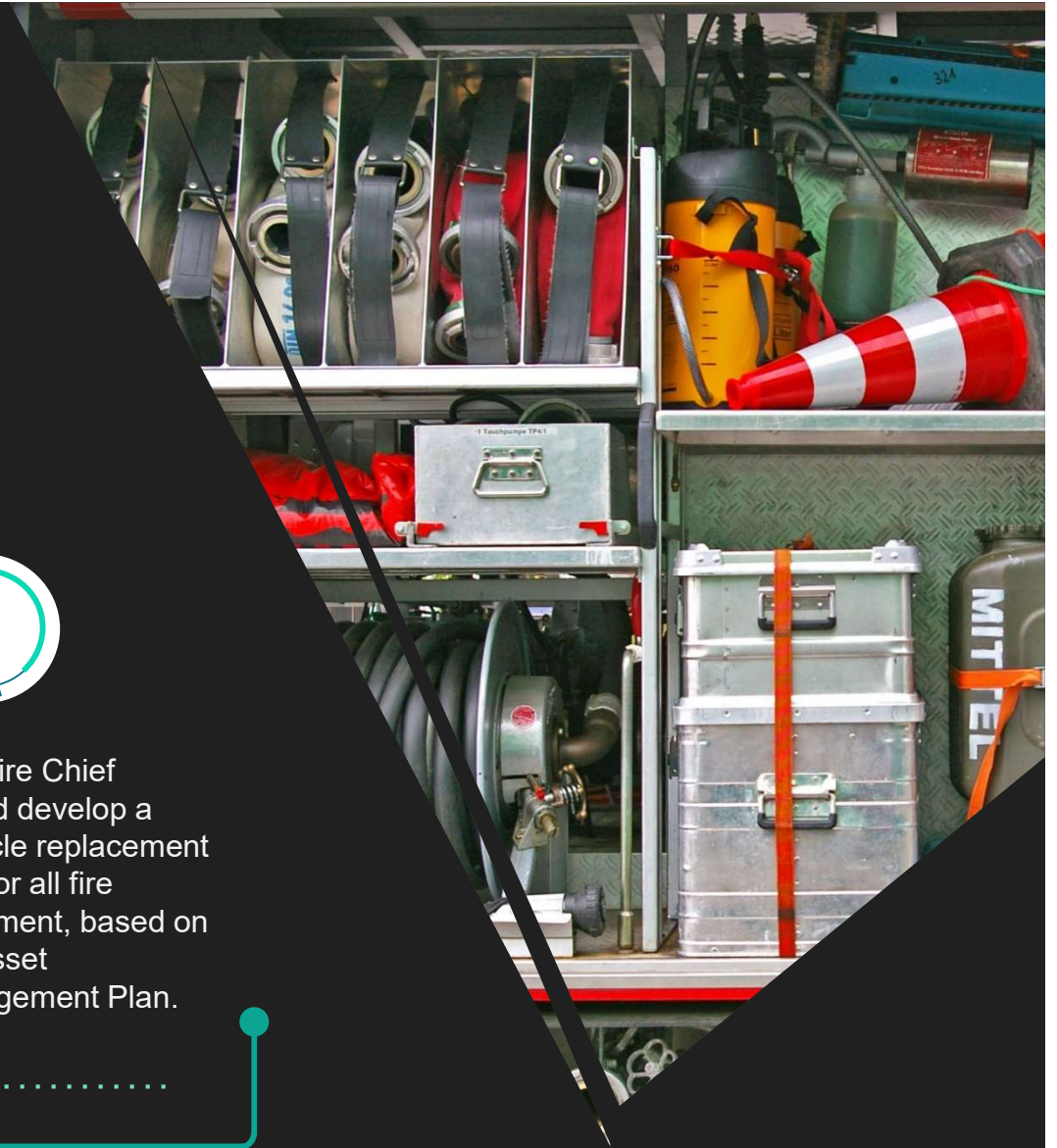
The Fire Chief explores the possibility of entering an agreement with the Town of Perth to use an aerial device when required.

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2

The Fire Chief should develop a lifecycle replacement plan for all fire equipment, based on the Asset Management Plan.

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Fire Stations

1

Budget Implications

The Fire Chief conduct a feasibility study on the BBD&E fire station to determine the most cost-effective solution to meet the Department's future needs.

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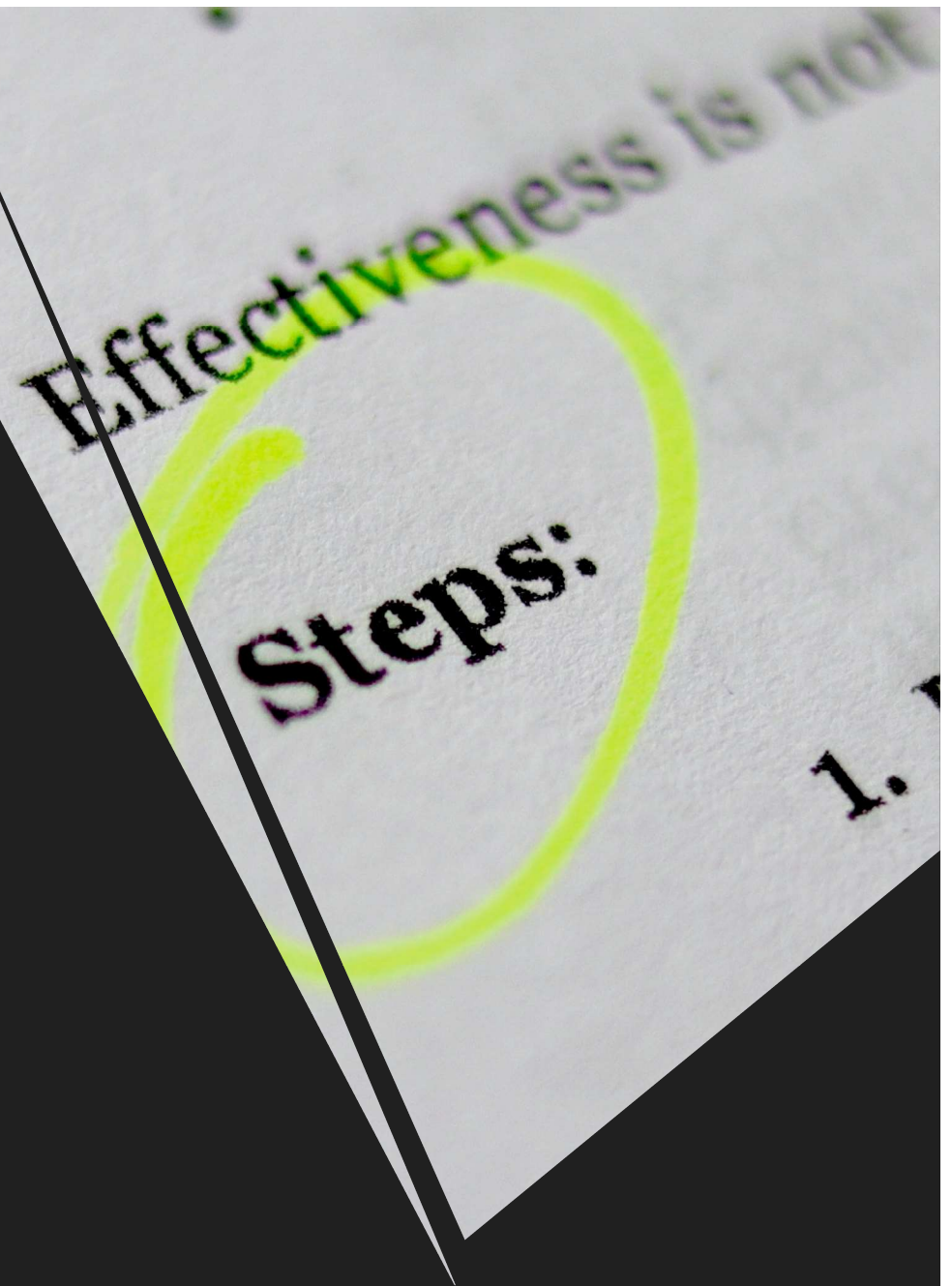


Standard Operating Guidelines

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The Department creates a SOG Committee responsible for reviewing SOGs annually to ensure they are current and reflect the Department's operations.

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Emergency Management

1

Fire Board Approval Budget Implications

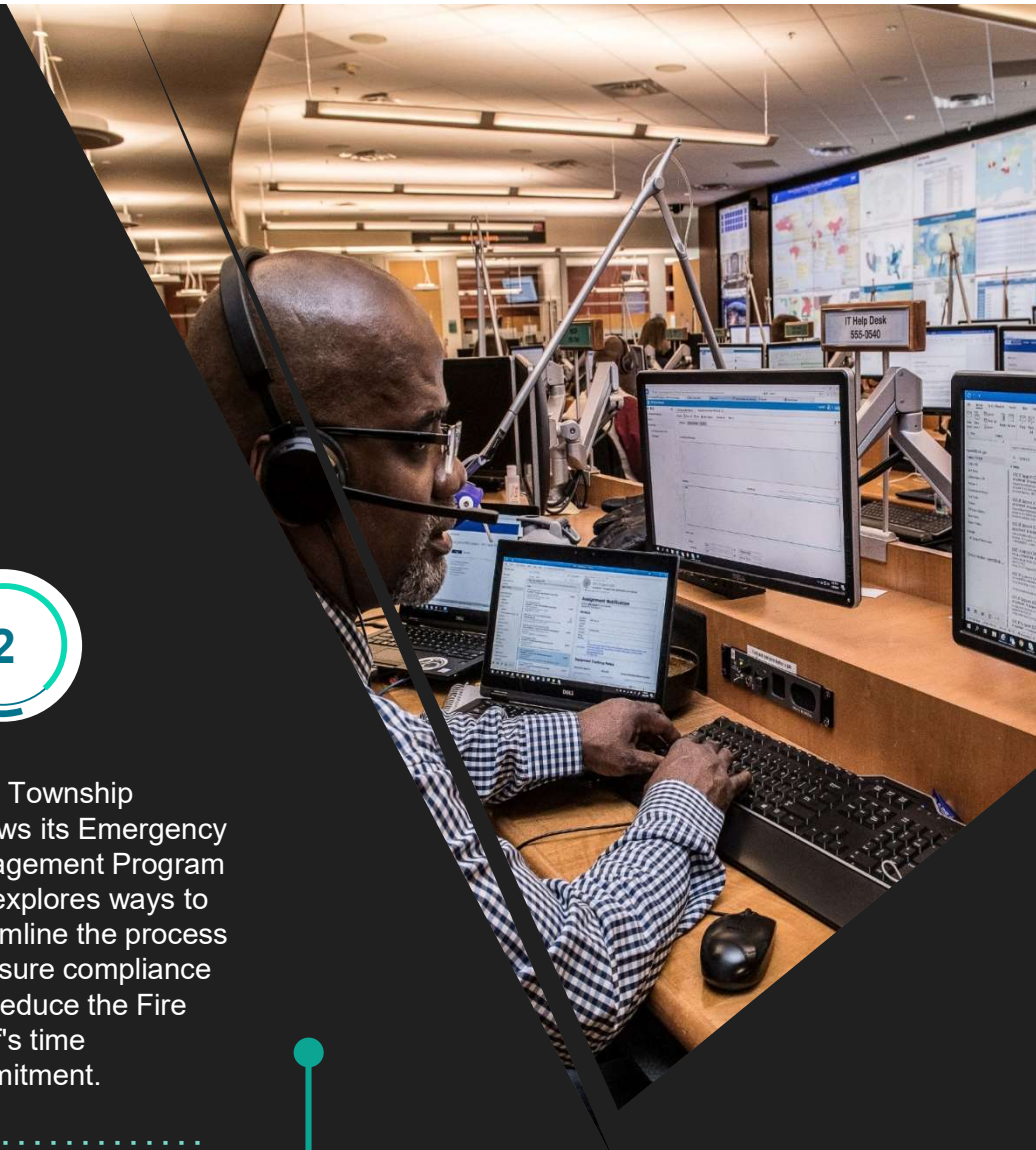
Each Township updates its Emergency Response Plan to the Provincial Incident Management System Model.

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2

Each Township reviews its Emergency Management Program and explores ways to streamline the process to ensure compliance and reduce the Fire Chief's time commitment.

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Statistics & Records Management

1

Budget Implications

The Administrative Assistant/Treasurer receives training on the current Records Management System program and its functions, including reports.

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2

Budget Implications

Align Stations' technology via the Records Management System to improve data sharing, and assist with completing training records, allow for a transparent approach to information while improving training records and remuneration reports.

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3

Mandatory

The Administrative Assistant/Treasurer review the OFMEM's Standard Incident Reporting manual to ensure that data is being coded correctly for statistical purposes.

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4

Mandatory

As of January 1, 2021, the Department correctly codes responses for the OFMEM's Standard Incident Reporting system.

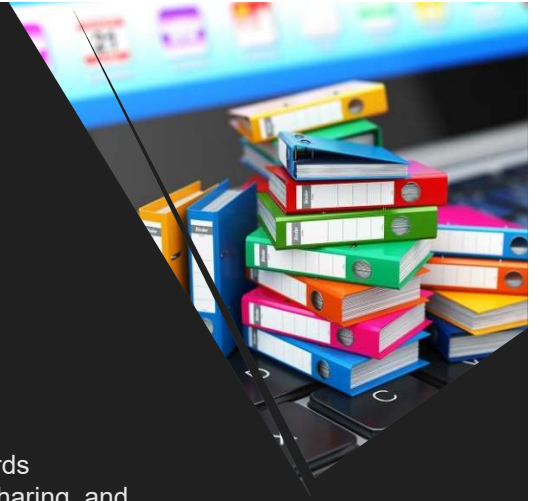
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5

Mandatory

The Department review applicable provincial legislation to ensure they are meeting the requirements for Records Management.

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Going Forward, Putting the Plan and CRA into Action



The Fire Chief will use the Fire Master Plan and the Community Risk Assessment to guide the Department moving forward.

The Fire Master Plan is a dynamic document that must be reviewed and adjusted on an annual basis as the needs and circumstances change for the Townships.



Image from Drummond/North Elmsley Website

Working Together to Bring About Success



Be part of the tradition.
Be part of the community.
Be part of the solution.



Special Thanks

Drummond/North Elmsley Tay Valley Fire Rescue:

- Fire Chief Greg Saunders
- Megan Moore, Administrative Assistant/Treasurer
- BBD&E Station Chief
- SS Station Chief
- Officers, Firefighters, and EFRs
- Captain Bob Ritchie
- Drummond/North Elmsley Tay Valley Fire Board
- Drummond/North Elmsley Township -Cindy Halcrow, CAO
- Tay Valley Township – Amanda Mabo, Acting CAO/Clerk



QUESTIONS?

THANK YOU