

STONE MILLS FIRE DEPARTMENT



FIRE PREVENTION POLICY

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FIRE PREVENTION POLICY

1.0 PURPOSE

- 1.01 To establish policies and procedures for fire department personnel for fire prevention, public education programs and activities as a primary means of protecting lives and property from fire.
- 1.02 To maintain compliance with the minimum fire prevention and public education activities as required by the Fire Protection and Prevention Act (FPPA).

2.0 GENERAL

- 2.01 This Fire Prevention Policy has been reviewed and approved by the Municipal Council of The Corporation of the Township of Stone Mills on January 5, 2015 and is applicable in its entirety for the whole municipality.
- 2.02 The Fire Prevention Officer, being duly appointed by Municipal Council shall report to the Fire Chief and will be responsible for the administration and delivery of the fire prevention division, and to fulfill the requirements of the Fire Prevention Policy.

3.0 FIRE PREVENTION RECORD KEEPING AND RISK ASSESSMENT

- 3.01 Current records relating to all fire prevention activities must be prepared and retained. These records include:
 - Emergency response statistics using the current Office of the Fire Marshal Standard Fire Incident Report;
 - Fire investigations;
 - Fire prevention inspection program that includes complaints, requests, licensing, and other inspection types;
 - Smoke/Carbon Monoxide Alarm Program;
 - Distribution of Public Fire Safety information and media releases;
 - Public displays, fire station tours, etc.;
 - Lectures, demonstrations, presentations to the public;
 - Simplified Risk Assessment and other needs analysis processes containing a current community profile identifying current public education and prevention needs.
 - Integrated Risk Management reports.

4.0 RISK ASSESSMENT

4.01 The simplified risk assessment will be updated every three years and programs modified as appropriate.

5.0 PUBLIC EDUCATION PROGRAMS

5.01 The Fire Prevention Officer, with the assistance of the Volunteer Fire Fighters where appropriate, will provide fire prevention education programs within the community in accordance with the priorities identified in the community's risk assessment that may include:

- Older and Wiser Program (fire safety program for older adults);
- Alarmed for Life Program (community smoke alarm program);
- TAPP-C Program (The Arson Prevention Program for Children).
- Cooking with Teens (Cooking Safety)

5.02 In addition to these programs, social and service groups and special interest groups may request fire safety related presentations, demonstrations, tours of fire stations, and specific program courses for clubs, cubs, guides and babysitters.

5.03 Appropriate fire safety education materials, print media, public service announcements will be distributed in an effective manner to address fire safety issues and concerns based upon needs and circumstances. (Winter – Woodstove Safety)

6.0 INSPECTIONS AND ENFORCEMENT

6.01 Fire Prevention Inspections are to be conducted for all written complaints received by the fire department containing reports of potential Fire Code violations and/or potential fire hazards, and for all requests for inspections to assess fire safety.

6.02 Where the fire department receives a legitimate complaint on any premise or building in the municipality, the inspection shall be given priority, and conducted as soon as practical under authority of the Fire Protection and Prevention Act regardless of the frequency established in this fire prevention policy.

6.03 It is the objective of the Stone Mills Fire Department to conduct fire prevention inspections of occupancies at the frequency indicated below and as identified by the simplified risk assessment.

FIRE PREVENTION INSPECTION SCHEDULE

OCCUPANCY TYPE	FREQUENCY
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ASSEMBLY OCCUPANCIES (A)

- | | |
|-----------------------------------|--------------|
| • Schools | Annually |
| • Recreation centers | Annually |
| • Licensed premises | Annually |
| • Nursery/day care facilities | Annually |
| • All municipally owned buildings | Annually |
| • Churches | Upon Request |
| • Special occasion permits | Upon Request |

INSTITUTIONAL (B)

- | | |
|---|----------|
| • Care, Care and Treatment and Retirement Homes | Annually |
| • Group Homes | Annually |

RESIDENTIAL (C)

- | | |
|-------------------------------|--------------|
| • Apartments regulated by 9.5 | Annually |
| • Home Inspections | Upon Request |

COMMERCIAL OR BUSINESS (D&E)

- | | |
|-----------------------------|--------------|
| • Mercantile | Upon Request |
| • Business/Personal Service | Upon Request |

INDUSTRIAL (F)

- | | |
|--------------------------|--------------|
| • Factories or Complexes | Upon Request |
|--------------------------|--------------|

6.04 Additional Fire Prevention Inspections may be conducted of any occupancy or building as deemed necessary to address the needs and circumstances of the community or a targeted risk.

6.05 Where a fire has occurred, the Fire Prevention Officer may inspect the property to ensure compliance with the Ontario Fire Code or any provisions under the Fire Protection and Prevention Act.

6.06 Appropriate action will be taken to ensure the elimination of serious fire hazards, immediate threats to life from fire, and to enforce the Fire Code under the authority and in accordance with the provisions outlined in the Fire Protection Act.

7.0 COMPLIANCE STRATEGIES FOR SMOKE & CARBON MONOXIDE ALARMS

7.01 As a result of many recent fire tragedies in Ontario, and through recommendations from the Office of the Fire Marshal and Emergency Management, the Stone Mills Fire Department will enforce the Ontario Fire Code and municipal by-laws. The following compliance and enforcement strategies shall be utilized as part of this approach:

- *Fire Department Emergency Response:* In situations where the fire department has responded to a residential dwelling, a check to ensure the home is in compliance with the Fire Code may be made. In situations where a fire has occurred and lives have been put at risk a warning to the homeowner may not be sufficient and further action will be required with a complete inspection by the Fire Prevention Officer.
- *Enforcement Strategies for Homeowners:* Whenever a home is found to be non-compliant with the Fire Code smoke and carbon monoxide alarm regulations all efforts and strategies shall be used to gain compliance. If however the homeowner refuses or fails to comply, or has been found to have been in non-compliance previously, a Certificate of Offence may be completed and an Offence Notice issued to the homeowner under Part 1 of the Provincial Offences Act.
- *Enforcement Strategies for Landlords:* Landlords who are found to be negligent in providing and maintaining smoke and carbon monoxide alarms for their rental dwelling units as determined through routine inspections or through a fire department response to an actual fire, may be automatically issued a ticket under Part 1 of the Provincial Offences Act (POA) or lay an information under Part 3 of the POA and pursue a fine higher than allowed for a ticket.
- *Enforcement Strategies for Tenants:* Tenants in multi-unit rental accommodation who disable smoke and carbon monoxide alarms are not only putting themselves at risk, but also tenants in neighbouring units. Experience has shown that removing batteries or otherwise tampering with smoke alarms is often a common response to nuisance alarms. Tenants who admit to removing batteries or otherwise disabling a smoke alarm may be issued a ticket under Part 1 of the Provincial Offences Act.

7.02 Education is a critical component to helping to ensure homeowners are educated about smoke and carbon monoxide alarms types, placement, installation and maintenance and they must also be informed of the Fire Code requirements and the consequences for non-compliance. Through this policy all efforts will be made to seek voluntary compliance. That said, there will always be those who do not comply with the regulation and the fire department must be prepared to enforce them. It is however important to recognize that the individual circumstances of each case must be taken into consideration, and that the fire department will exercise discrimination and flexibility in their approach.

8.0 OPEN AIR BURNING

8.01 Open air burning is regulated within the municipality. Open air burning will only be in accordance with the conditions set out in the Burning By-Law # 2012-655.

9.0 NEW CONSTRUCTION

9.01 New construction or alterations to existing buildings will be inspected in accordance with the Ontario Building Code Act and Regulations by Chief Building Official.

10.0 FIREPLACES AND SOLID-FUEL-BURNING APPLIANCES AND EQUIPMENT

10.01 New installations or alterations of fireplaces and solid-fuel-burning appliances and equipment will be inspected in accordance with the Ontario Building Code and Regulations and Chief Building Official.

10.02 Existing installations of fire places, solid-fuel-burning appliances and equipment will not be inspected by the fire department but the fire department will inform the home owner that the appliance will be required to be inspected by a WETT Certified inspector.

11.0 INVESTIGATION OF FIRES

11.02 Investigation of fire and when to notify the Office of the Fire Marshal and Emergency Management will be based on *Directive 2011-01 – OFM Notification of Fires and Explosions*.

12.0 FEES FOR SERVICES

12.01 Fees may be charged for any or all of the above referenced services in accordance with the Municipal Fees (By-Law 2012-645- Schedule F) and any amendments thereto.

13.0 SUMMARY

13.01 This policy provides for the participation of all members of the department in fire prevention and public education activities, during available hours and also addresses the types of inspection services that have been approved by council. It is intended as an affirmative direction to the Fire Chief, all fire department personnel and the public.