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Date: May 1, 2018
To: Mayor and Council
Author: Chuck Parsons
RE: Training/Public Education Officer
Report No.: FD-2018-03

AIM

The Fire Department ensures fire safe conditions through fire inspection and public education. The focus is on high-risk populations and properties. New information has shown a greater risk that requires immediate action to ensure fire safety that has overwhelmed our existing staff.

BACKGROUND

In the 2012 Fire Master Plan, the fire inspection frequency recommendations from the Office of the Fire Marshal and Fire Underwriters were as indicated:

BUILDING TYPE	FREQUENCY	HOURS	NO. OF BUILDINGS **	TOTAL TIME (HR)	TIME PER YR. (HR)
Assembly	Annual	4.5	75	337	337
Care/Detention	Annual	6	13	78	78
Business	Bi-annual	4.5	38	190	95
Mercantile	Bi-annual	4.5	112	504	252
Industrial	Bi-annual	4.5	201	904.5	452
Multi-Resid.*	Annual	5	127	635	635
TOTAL					1849

* Will include an additional 81 greenhouse locations with multi-unit migrant worker housing, once "retrofit" inspections are complete, for an estimated additional 485 hours per year.

**Source: Municipal Property Assessment Corporation-September 2015.

The total scheduled hours for the Fire Prevention Officer are 1856 per year (after holidays etc.) so the table clearly shows that the completion of inspections on the suggested time cycle for all occupancies is not attainable at present.

The fire department has also been made aware through the Public Health Unit that the original number of multi-unit migrant worker housing units is not 81 but rather 219. This has significantly added to the workload to ensure that these facilities meet the fire requirements for safe living conditions. The fire department is working with agencies including the Public Health Unit to ensure that these facilities meet the Ontario Fire Code. Neighbouring municipalities have seen a stark increase in these facilities as well and have had to respond through increased focus on inspections to ensure compliance.

Regulations have also been added since the 2012 Fire Master Plan for Vulnerable Population Occupancies to perform mandatory annual fire safety plans review, inspections and observed fire drills. These required additions have taxed the fire prevention officer from providing other functions including public education, complaint requests, alarm follow-ups and other minor inspection requirements.

On April 30, 2018 the Personnel Committee, reviewed the proposal from part time to full time for the Training/ Public Education Officer and directed that they be brought to Council for final review and approval.

DISCUSSION

The current Training/Public Education Officer is scheduled 24 hours per week. In light of the new increased requirements on the Fire Prevention Officer (an additional 690 hours of inspection time), increasing the scheduled part-time hours to full time hours of the Training/Public Education Officer and assigning them overflow duties would alleviate the extra workload of the Fire Prevention Officer.

The Training/Public Education Officer would be assigned alarm follow-ups, minor inspection follow-ups, minor complaint requests for inspection and all public education lead duties. The job description will be changed to reflect the additional duties. The Fire Prevention Officer would still be responsible for all scheduled inspections, complex inspections, liaison inspections with other agencies and issuing any legal paperwork.

LINK TO STRATEGIC PLAN

To promote a safe community.

FINANCIAL CONSIDERATIONS

The financial impact will be an additional \$51,784.15 to the budget for the remainder of 2018. In 2017, we paid our current part time Training Officer \$41,620.80. The cost of hiring a full time Training Officer with benefits and at the 80% of Grid 5 will be \$88,772.84.

CONSULTATIONS

Jeff Dean – Deputy Chief

Peggy Van Mierlo-West – CAO
Jennifer Galea – Human Resources
Public Health Unit
Personnel Committee
Ryan McLeod – Director of Finance

RECOMMENDATION

That the Training/Public Education Officer become a full time position.

Chuck Parsons

Chuck Parsons, C.M.M. III
Fire Chief

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer