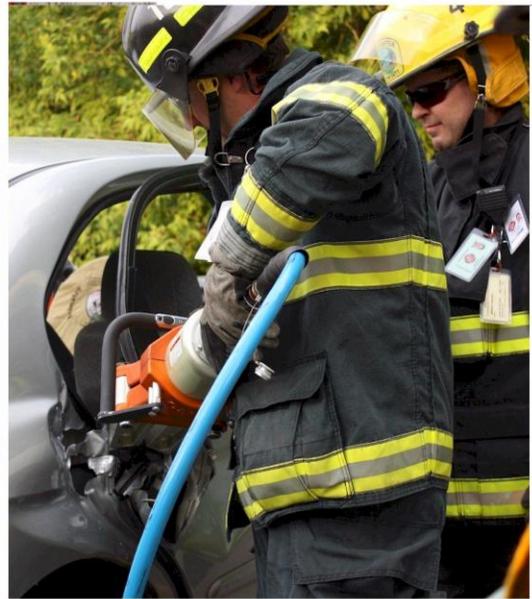


Township of Selwyn Fire Master Plan Update 2013





Background

In the province of Ontario, municipalities must abide by the Fire Protection and Prevention Act (FPPA) which states that every municipality shall:

1. establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
2. provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

In accordance with this legislation, Bylaw 2010-072 establishes the Township of Selwyn Fire Department and provides for its structure, duties, responsibilities and levels of services. A copy of this Bylaw is attached as Appendix "A".

A Fire Master Plan is a comprehensive document that complements the Establishing Bylaw and sets out priorities for fire protection services that consider legislated requirements, local needs and circumstances, and the financial resources of municipality. The process reviews all aspects of the Department's operation and identifies options and opportunities for developing and delivering the services through the most efficient and effective use of available resources.

The Township of Selwyn adopted its first Fire Master Plan on February 12, 2008. The Plan included recommendations and key priorities that were intended to provide direction to the Fire Department with respect to policy, operational and capital decisions over a five-year period. In 2011 the Township began the process to review the status of the existing Fire Master Plan recommendations and to develop recommendations to carry the Department forward over the next 5 year period.

A Steering Committee was established and consisted of the following members:

Deputy Mayor Andy Mitchell
Councillor Sherry Senis
Gord Jopling, Fire Chief
Ted Jackman, Deputy Fire Chief
Randy Jopling, Assistant Deputy Fire Chief
Michael Cavanagh, Fire Prevention Officer
Janice Lavalley, Chief Administrative Officer
Lane Vance, Treasurer
Tania Goncalves, Deputy Clerk
Mariano Perini, Ontario Fire Marshall



As part of the review process the Steering Committee undertook consultation with the Fire Department Officers and members at key milestones of the planning process to obtain feedback/input on priorities, identified options and/or recommendations.

The Committee was tasked with reviewing all aspects of the delivery of fire protection services including:

- Governance
- Organizational Structure & Recruitment
- Emergency Response (including automatic aid and fire protection agreements)
- Fire Prevention (including inspections and investigations) and Public Education
- Communications
- Training and Education
- Equipment and Apparatus
- Administration (including records management, policies/standard operating procedures, that impact on identifying and assessing corporate risk)

The results of the Committee's work are summarized in this document through the 21 recommendations that have been brought forward. As a result of the review process having spanned a significant period of time, a number of the recommendations have already been implemented and will be noted as such.

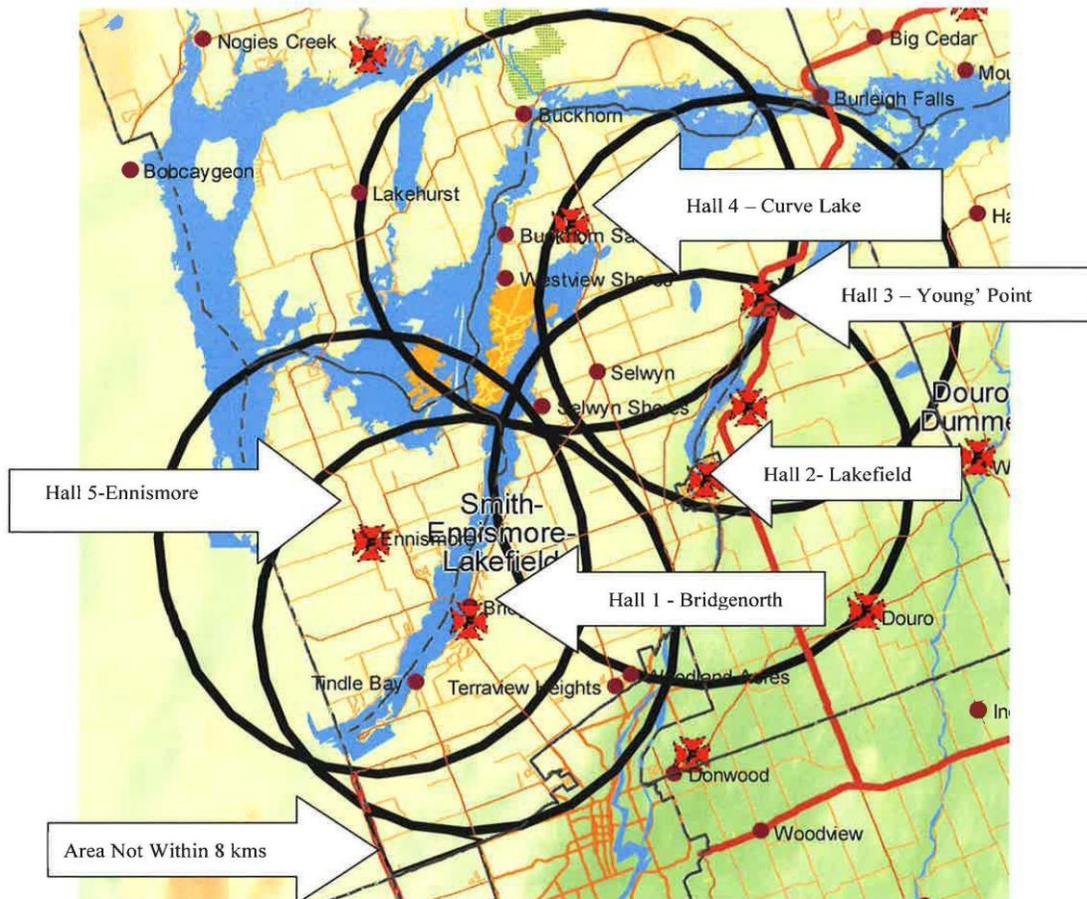
In addition to the recommendations that are presented in this report there were a number of operational initiatives or changes acted upon as they were identified through the review process and the consultations with the volunteer firefighters. Examples of these types of changes include new Newsletter format, Fire Department procedures posted on Township website, suggestion boxes in halls, posting of Committee minutes in halls, health & wellness boards in each hall, enhanced critical incident support mechanisms and establishment of a new recruitment policy and procedure.



Fire Department Profile

The Township of Selwyn covers a geographic area of 130 sq miles/336.7 sq. km land base with a further 22.38 sq. miles/57.7 sq. km of water. The Township maintains over 320 kilometers of roads and is bordered by seven lakes and the Otonabee River. The Township is largely a rural based community with three distinct urban centers – Lakefield, Bridgenorth and Ennismore. With a population of approximately 16,846¹, Selwyn is the most populated township in the County of Peterborough. The Township’s population swells during the summer months to well over 20,000 due to the influx of cottagers and seasonal residents. The Community Profile, which provides additional information about the Township, is attached as Appendix “B”.

The Township is divided into five service zones with a fire hall located in each area as demonstrated in Figure 1 below.



¹ Stats Can



The Selwyn Fire Department provides emergency response to the Curve Lake First Nation and to a small portion of the City of Kawartha Lakes (west of Boundary Road along Pigeon Lake) under approved Fire Protection Services Agreements.

Selwyn also provides for first response to the Lakefield College School and the Morton Community Healthcare Centre by way of Automatic Aid Agreements with the Township of Douro-Dummer.

The Township also has Automatic Aid Agreements in place to obtain first response services from the City of Peterborough for the Woodland Acres, Terraview Heights and County Road 19 areas, from the Township of Douro Dummer for water access only firefighting for Stony Lake islands and from Cavan Monaghan for the Parkhill Road west area.

The Township of Selwyn Fire Department is a volunteer based department comprised of three full-time staff, one part time training officer and 85 volunteer fire fighters

The department is equipped with 8 Pumper Trucks, 1 Pumper Tanker, 5 Rescue Units, 3 Rescue Boats, two brush fire units, two support vehicles and 2 - 60 Kilowatt mobile generators. In 2013, the Township Fire Department responded to 876 incidents.



Vision and Mission

Vision

A progressive Fire Department that is committed to fire prevention, education and training.

Mission

To provide a dependable volunteer emergency response service with a focus on fire prevention through education, the attraction of dedicated personnel and the implementation of new technologies and procedures.



Core Values

- Integrity
- Professional Development
- Accountability
- Teamwork
- Innovation





Recommendations

1. That a policy be developed to conduct and record a review of all Operational Guidelines and Policies and Procedures annually in the first quarter and that in 2014 a review be conducted to ensure consistency with the Township's Organizational Policy.
2. It is recommended that the Township enter into or update the following agreements in order to continue to provide an effective delivery of fire protection services:
 1. Update Inter-jurisdictional Agreement for firefighting coverage between the Township of Selwyn and the City of Kawartha Lakes.
(Completed in 2013)
 2. Ensure that Cross Border Agreements are in place with all neighbouring Municipalities including City of Kawartha Lakes.
(Completed in 2013)
 3. Enter into a Fire Protection Agreement with Cavan Monaghan *(Completed in 2014)* and Trent Lakes.
3. It is recommended that the Fire Department implement a trial program to provide for electronic filing of incident reports by:
 1. Installing a computer terminal in Hall #1 equipped with the current Fire House Software and training the appropriate volunteer firefighters on incident reporting and use of the software in 2014.
 2. Developing a policy/procedure for reporting that includes deadlines for reporting.

It is further recommended that by December 15, 2014 the Fire Department prepare a report evaluating the effectiveness and efficiency of the trial program with respect to utilization, accuracy, achieving deadlines, administrative time savings and firefighter time impacts following which the Fire Department may explore expanding the program to additional Halls if it has proven to be advantageous.



4. It is recommended that in 2014 the Fire Department in partnership with the Building and Planning Department develop a policy and cost recovery fee schedule to address grow-op and clandestine lab circumstances and other illegal activities.
5. It is recommended that the Township continue to monitor the study being conducted by Industry Canada and the Federal Communications Commission on the use of 700 MHz spectrum designated for public safety broadband.
6. It is recommended that the Fire Department monitor coverage issues in the Burleigh Falls area and investigate possible solutions.
7. It is recommended that, pending finalization of the new training guidelines being prepared by the OFM and the OAFCC, the Fire Department give consideration to having Officers trained to a minimum of Level 2 or its successor designation and further that these guidelines be considered in establishing the training program/requirements for all firefighters and recruits.
8. It is recommended that the Fire Chief and Training Coordinator work with the Human Resources Coordinator to establish a comprehensive program to manage and maintain adequate records on required and completed training by each Fire Department member and that the procedures to maintain the same be documented by December 31, 2014 and it is further recommended that different training methods/opportunities be explored on an ongoing basis including online based training systems.
9. It is recommended that the Fire Department implement the use of pre-plans for high risk occupancies in the Township by:
 1. Immediately putting into service current existing pre-plans.
 2. Creating an inventory of high risk occupancies requiring a preplan and completing preplans for properties identified as A or B risk in 2014.
 3. Inputting all preplans into the Firehouse database by 2014.
 4. Training all personnel, with extra training for officers on preplans and their use on scene in 2014.
 5. Exploring the opportunity of partnering with Fleming College to have pre-service students assist in preplan development in 2014-2015.



6. Giving future consideration to exploring the most effective way of making pre-plans available at the scene including considering tablet based paperless preplans.
 7. Developing a procedure in 2014 for notification from the Building and Planning Department at the time of a building permit application of the potential for the requirement for a preplan.
- 10.** It is recommended that the Fire Department continue to build on the existing smoke alarm program and explore ways to expand awareness and education on the importance of smoke alarms by:
1. Encouraging all firefighters to inspect smoke alarms at all emergency calls to a dwelling when appropriate and further that these inspections be tracked on the Firehouse software.
 2. Reporting the number of dwellings that have been checked in the Fire Department's annual statistics commencing in 2014.
 3. Developing a menu of educational tools that may be used by the Fire Department to enhance awareness of the smoke alarm program.
- 11.** It is recommended that the Fire Department develop a program to promote and educate the public and homebuilders about the advantages of residential sprinkler systems and that the department work with the Building and Planning Department and the Finance Department to investigate the feasibility of implementing a municipal incentive program for residential sprinkler systems.
- 12.** It is recommended that in 2014 the Fire Department undergo a risk and needs analysis related to providing services for high angle, confined space and trench rescue while examining various delivery options including joining the County of Peterborough specialized rescue group, a private supplier, the Provincial HUSAR team and OVERT.
- 13.** It is recommended that the Fire Department undertake a water supply needs assessment for high risk areas and explore cost effective ways to source water options including examining mutual aid options, automatic aid water tanker agreements and entering into the County Automatic Water Tanker Supply Program and further that the Fire Department explore the possibility of entering agreements to share private water sources on future development.



14. It is recommended that in 2015 a detailed fire hall location study be conducted to examine the existing fire hall locations and their ability to service and meet the needs of the community.
15. It is recommended that a policy be developed to ensure a suitable maintenance/monitoring program for private water hydrants within the Township including the development of tools such as a water hydrant location map.
16. It is recommended that the Township continue to purchase bunker gear which meets the specifications of Ontario Regulation 714/94 "Firefighters – Protective Equipment" Section 5, GN 4-1 and adhere to the replacement requirements established in the National Fire Protection Association 1851, GN 4-8 "Inspection and Replacement of Structural Firefighting Bunker Gear"; and that budget provisions be made to ensure that sufficient number of bunker gear be purchased in 2013, 2014 and 2015 to bring inventory up to the established standard of 120 sets and that thereafter approximately 10% of the inventory be replaced on an annual basis.
(Completed in 2013 and 2014)
17. It is recommended that the Fire Department Equipment Replacement Schedule be amended, as required, to include changes to the Apparatus and Equipment as directed by the recommendations (AP 1-6, SCBA-1, ET -1, ME- 1, IWR -1) set out by the Fire Master Plan Committee to ensure an effective and efficient response.

AP-1: That the replacement interval of the apparatus be reviewed annually and that the current replacement interval of the pumpers and tankers is 25 years.

AP-2: That the recommendation regarding the addition of a second Tanker to the fleet be considered.
(Scheduled for 2015/2016)

AP-3: That the recommendation to reduce the Pumper fleet by two (2) units (to coincide with the in-service date of a second Tanker) be considered to reduce fleet maintenance cost.
(Scheduled for 2015/2016)

AP-4: That the funds required for the replacement of the 1999 Rescue 5 in 2019 be based on a Pick-Up Rescue type unit.



AP-5: That the recommendation regarding the replacement of Rescue 4 and the re-use of the chassis as a dedicated Brush and Grass Fire Unit be considered.

(Completed in 2013)

AP-6: That the recommendation regarding the purchase of two (2) Brush and Grass Fire "Skid Units" be considered as soon as possible.

(Completed in 2013)

SCBA-1: That staff continue to monitor the cost of Self Contained Breathing Apparatus (SCBA) to ensure sufficient funds are available for the proposed 2017 replacement.

(Replacement has been moved forward to 2014/2015)

ET-1: That new hydraulic extrication tools (basic set) be purchased for Hall 3 as soon as possible to provide consistent initial extrication capabilities for response zone 3. That new hydraulic extrication tools (basic set) be purchased for Hall 4 to replace the 20 year old tools as soon as possible to provide consistent and reliable initial extrication capabilities for response zone 4.

(Completed in 2013)

ME-1: That the Fire Department explore fundraising possibilities with local services clubs for the replacement of the Fire Department's current six (6) defibrillators and the purchase of two (2) additional units to be located at Hall 1 and Hall 2.

IWR-1: That capital funding be provided for the replacement of the Fire Department's Ice and Water Rescue Equipment and that additional RIT Rescue Craft be purchased to provide a consistent Ice and Water Rescue level of response for the entire Township.

(Completed in 2013)

18. It is recommended that a policy be established to set out cost recovery fees for water/ice rescues that establishes responsibility for the cost of emergency response on individuals that are on the ice contrary to a series of objectives as set out by the Ministry of Natural Resources or other relevant agencies.

19. It is recommended that the Fire Department undertake a public awareness campaign to encourage the public to yield to the green emergency lights utilized by the volunteer firefighters.



20. It is recommended that the Fire Department monitor issues related to access onto Ward Street from Hall #1, ie. traffic preventing exit of emergency vehicles in response to a call.

21. It is recommended that the Volunteer Firefighter Recognition policy be amended to provide for the following:

- Plaque to display a seal to recognize every five years of service
- 25-year service recognition award of \$150 and court mounting of medals
- Retirement awards
 - 5-9 years - framed recognition certificate
 - 10-20 - \$150.00
 - 21 years - \$250.00



Implementation

The recommendations of the plan reflect the outcome of the review undertaken at this point in time. It is recognized that changing circumstances, legislation and/or technology may impact on the recommendations over time and that amendments may be required.

The recommendations will be prioritized and implemented through the annual work plan for the Fire Department that is approved by Council each year.



As part of the annual work plan approval, the Fire Chief will prepare a report to Council to provide an update with respect to the status of the recommendations, details regarding what has been achieved in relation to the plan, amendments required as a result of changes which have occurred and any new developments foreseen that may impact the recommendations moving forward.

The next update to the plan will occur during the fifth year after completion of the plan (2017) or at such time that all recommendations within the plan have been resolved, whichever comes first. This will ensure that the Department continues to look forward to address changing legislative requirements and/or needs of the community and to prepare for and take advantage of developing technological opportunities.