

Fire Prevention Policy

Town of Greater Napanee Emergency Services

Contents

- 1. Purpose 2
- 2. General..... 2
- 3. Fire Prevention Record Keeping and Risk Assessment 2
- 4. Risk Assessment 3
- 5. Public Education Programs 3
- 6. Inspections and Enforcement 3
- 7. Compliance Strategies for Smoke & Carbon Monoxide Alarms..... 5
- 8. Open Air Burning 6
- 9. New Construction 6
- 10. Fireplaces and Solid-Fuel-Burning Appliances 7
- 11. Investigation of Fires 7
- 12. Fees for Services 7
- 13. Summary 7

Fire Prevention Policy

1. Purpose

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

2. General

- 2.1. This Fire Prevention Policy has been reviewed and approved by the Town of Greater Napanee Council on October 13, 2015 and is applicable in its entirety for the whole municipality.
- 2.2. The Fire Prevention Officer, being duly appointed by Municipal Council shall report to the General Manager/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. Fire Prevention Record Keeping and Risk Assessment

- 3.1. 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 and 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. Risk Assessment

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

5. Public Education Programs

5.1. The Fire Prevention Division, with the assistance of the Fire Fighters, will provide fire prevention education programs within the community in accordance with the priorities identified in the community's risk assessment that may include:

- Alarmed for Life Program (community smoke alarm program)
- TAPP-C Program (The Arson Prevention Program for Children)
- Cooking with Teens (Cooking Safety)

5.2. 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.

5.3. 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. Inspections and Enforcement

6.1. Where Greater Napanee Emergency Services received a legitimate complain 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.

6.2. It is objective of the Greater Napanee Emergency Services to conduct fire prevention inspections of occupancies at the following frequency as identified by the simplified risk assessment:

- **Assembly Occupancies (A) Inspected Annually:**
 - Schools
 - Recreation Centers
 - Licensed Premises
 - Nursery/Day care facilities
 - All municipally owned buildings
 - Churches
 - Special Occasion Permits (upon request)
- **Institutional (B) Inspected Annually:**
 - Care, Care and Treatment and Retirement Homes
 - Group Homes
- **Residential (C) Inspected Annually:**
 - Apartments regulated by 9.5.
 - Home Inspections (Upon Request)
- **Commercial or Business (D & E) and Industrial (F) Inspected Annually:**
 - Mercantile
 - Business/Personal Services
 - Factories or Complexes

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

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

6.5. Where Greater Napanee Emergency Services receives a complain or request for an inspection on any premise or building in the municipality, the inspection shall be conducted as soon as practical under the authority of the Fire Protection

and Prevention Act regardless of the frequency established in this Fire Prevention Policy.

6.6. 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 outline in the Fire Protection Act.

7. Compliance Strategies for Smoke & Carbon Monoxide Alarms

7.1. As a result of many fire tragedies in Ontario, and through recommendations from the Office of the Fire Marshal and Emergency Management, Greater Napanee Emergency Services will enforce the Ontario Fire Code and municipal by-laws.

Education is a critical component to helping to ensure residents are knowledgeable about smoke and carbon monoxide alarm types, placement, installation, and maintenance. Residents must also be informed of the Fire Code regulations and the consequences for non-compliance. All efforts will be made to seek voluntary compliance before proceeding to enhanced enforcement. Individual circumstances of each case must be taken into consideration. Greater Napanee Emergency Services will exercise discretion and flexibility in their when choosing to enforce and/or prosecute individuals.

The following compliance and enforcement strategies shall be utilized to assist with ensuring resident fire and life safety:

- **Emergency Services Response:** In situations where Emergency Services has responded to a residential dwelling, a check to ensure the home is in compliance with the Fire Code may be undertaken. 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 Ontario Fire Code's 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 or Part 3 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, may be issued a ticket under Part 1 of the Provincial Offences Act (POA) or have served a summons and information under Part 3 of the POA to address additional serious Fire Code and life safety infractions.
- **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.

8. Open Air Burning

8.1. Open air burning is regulated within the municipality. Open air burning will only be in accordance with the conditions set out in the current addition of the Open Air Burning By-Law.

9. New Construction

9.1. 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. Fireplaces and Solid-Fuel-Burning Appliances

- 10.1. New installations or alterations of fireplaces and solid-fuel-burning appliance and equipment will be inspected in accordance with the Ontario Building Code and Regulations and Chief building Official.
- 10.2. 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. Investigation of Fires

- 11.1. 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. Fees for Services

- 12.1. Fees may be charged for any or all of the above referenced services in accordance with the current addition of the By-law to Impose Fees or Charges for Services Provided, Cost Payable or Use of Property by the Town of Greater Napanee.

13. Summary

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