

Monitor, Audit and Review

Legislation

- The review is conducted under the authority of Section 9.(1) of the *Fire Protection and Prevention Act, 1997 (FPPA)* and Clause 6.1 of the *Emergency Management and Civil Protection Act, 1990*.

Scope of Review

- level of fire protection services
- fire risk assessment using the OFMEM Fire Risk Sub-Model and the Integrated Risk Management Web Tool
- fire inspection practices and protocols
- public education programs
- fire investigations to assist in improving fire service delivery gaps
- pre-incident planning practices
- interaction between municipal services and the fire service
- compliance with the *EMCPA*, and
- records management.

Data Collection

- At the start of the review, OFMEM staff will ask for information through the chief administrative officer (CAO), fire chief and community emergency management coordinator (CEMC). This information is required prior to the review team's site visit.

Information Requested

- MPAC Data
- Fire Prevention Training Records
- MTO Report
- Notice to Building Owners
- By-laws
- Policies & Procedures
- Assistant to Fire Marshal's Cards
- Collective Agreement
- Communication – Internal/External

Site Visit

- A site visit is a critical component of the data collection process, and is scheduled for approximately one week. While on site, team members will interview senior fire officers, emergency management officials and other municipal staff. Other data collection activities will also take place. If there is a need to collect additional information, the team lead will make the requests.

Samples of Recommendations

- The municipal council of the City of ... should ensure the development and implementation of a Pre-Incident Planning Operating Guideline that includes both Suppression and Fire Prevention Divisions and all staff be trained accordingly.
- The municipal council of the City of ... shall ensure that a respiratory protection program is developed and implemented by the fire department.
- The municipal council of the City of ... should ensure that fire-related by-laws be developed, implemented and enforced based on the municipalities requirements and be reviewed regularly to ensure currency, accuracy, relevancy, and effectiveness when delivering fire protection services.
- The municipal council of the City of ... should ensure Fire Prevention inspection activities are risk based.