



Fire Prevention Policy

Policy Manual Section: Municipal Services – Fire Services

Policy Number: M-FI-002

Authority: 7140/05

Date Approved: April 26, 2005

Department Responsible: Fire Service

Revision Date: April, 2019

Review Date: April, 2023

Status: Active

Purpose:

To establish a policy to identify the required and Council-directed level of fire prevention programs and services to be delivered by LaSalle Fire Service

Policy Statement:

Mandatory requirements for fire prevention services and programs are established in the Fire Protection and Prevention Act, 1997 as amended (Part II), and various provisions of the Ontario Fire Code. This policy establishes the delivery of fire prevention services and programs within the Town, including any elements required by provincial legislation and such additional services and programs as determined by Council.

Scope:

This policy applies to all fire service personnel

Policy:

Fire Prevention Records Keeping and Risk Assessment

Current Records relating to all fire prevention activities must be prepared and retained. These records include:

- Emergency response statistics using the Standard Fire Incident Report
- Fire Investigations
- Fire Prevention Inspection Programs-complaints, requests, licensing, Building Code and other inspection types
- In-service inspection program
- Home inspection program



- Smoke alarm program
- Smoke alarm program
- Distribution of public fire safety information and media releases
- Public displays, fire hall tours, etc.
- Lectures, demonstrations, presentations to the public
- Building code plans examinations
- Simplified risk assessment and other needs analysis processes containing a current community fire profile identifying current public education and prevention needs

Risk Assessment

The simplified risk assessment will be updated every 3 years and programs modified as appropriate.

Public Education Programs

The Fire Chief and department personnel will provide fire prevention education programs within the community in accordance with the priorities identified in the community's risk assessment. Community groups and organizations may request fire safety related presentations, demonstrations and tours of fire stations.

Appropriate fire safety education materials will be distributed in an effective manner to address community fire safety issues and concerns based upon needs and circumstances

Inspections and Enforcement

Fire Prevention Inspections are to be conducted for all complaints received by the fire department containing reports of potential Fire Code violations and/or potential fire hazards.

Additional Fire Prevention Inspections will be conducted in assembly, multi-unit residential, commercial and industrial buildings based on a prioritized assessment of life safety concerns and perceived fire risk. may be conducted of occupancies and buildings as deemed necessary to address the needs and circumstances of the community or a targeted risk.

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 Protections and Prevention Act, 1997.



Open Air Burning

Open air burning is regulated within the municipality. Open air burning will only be conducted with approval of the Chief Fire Official and in accordance with the conditions set out in the "Restricting of Setting of Fires" by-laws.

Building Code Inspection and Plan Approvals

Building code inspections and plan approvals will be carried out in accordance with By-law No. 6074 that prescribes types of fire inspections, specified areas of authority and designates the Fire Chief and the Fire Prevention Officer as inspectors under the Ontario Building Code Act to assist the Chief Building Official in ensuring compliance with the Ontario Building Code.

Fireplace and Solid Fuel Burning Appliances

These appliances will be inspected upon request by the Fire Department, however, where there are existing fixtures, comments will be limited to the visible portions of the unit only at the time of the inspection.

Requested Inspections for Change of Ownership

Inspections will be conducted within a reasonable period of time when requested by the purchaser's representative and only where written permission has been obtained from the owner or the owner's agent to inspect and release inspection results.

Fees for Service

Fees may be charged for any or all of the above referenced inspections/services in accordance with the Fee Schedule as set out by the Town of LaSalle.

A fee schedule for various types of inspections/services, is available upon request from the fire department or town hall.

Investigation of Fires

The Fire Chief and/or members of the fire department delegated by the Fire Chief shall investigate the origin and cause of all fires within the municipality. The Office of the Fire Marshal will be notified for the following reasons: Fatality or Serious Injury (likely to cause death), gaseous explosions, large loss fire or suspicion of arson. The municipal fire investigator will assist the OFM investigator as requested.



Summary

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; fire department personnel and the public.

Responsibilities:

Fire Service is responsible for this policy.

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References and Related Documents:

Policy #119

Fire Protection and Prevention Act, 1997 as amended

Ontario Fire Code

By-law #6073 as amended (Establishing & Regulating by-law)

Attachments:

None.