

CORPORATION OF THE TOWNSHIP OF WHITEWATER REGION

BY-LAW # 07-09-307

Being a By-Law to authorizing Council to implement a Master Fire Plan.

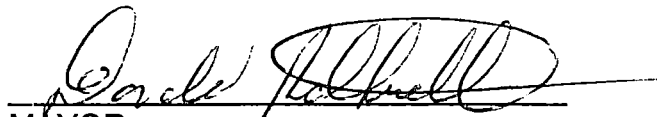
WHEREAS pursuant to the *Municipal Act, 2001* (Ontario), a Council may establish policies;

AND FURTHER that the Municipal Council for the Township of Whitewater Region deems it necessary to establish a Master Fire Plan which will provide a blueprint for fire protection that addresses the statutory requirements of the Fire Protection and Prevention Act.

THEREFORE the Council of the Corporation of the Township of Whitewater Region enacts that:

1. The Township of Whitewater Region hereby approve and accept the Master Fire Plan as submitted (Schedule "A").

READ a First, Second and finally passed on the Third Reading this 5th day of September, 2007



MAYOR



CAO/CLERK



Whitewater Region Fire Department Master Fire Plan

TABLE OF CONTENTS

Introduction	2
Background	3
Terms of Reference	3
Purpose / Scope	4
Risk Assessment	4
Economic Circumstances	5
Organization	11
Administration	13
Apparatus and Equipment	15
Vehicle and Equipment Maintenance Program	17
Fire Stations	18
Operations	20
Pre-Emergency Planning	21
Water Supplies	21
Operating Guidelines	23
Fire Department Communications	24
Training & Education	25
Fire Prevention	27
Public Fire Safety Education	27
List of Appendices	28
Summary of Issues	29

MASTER FIRE PLAN

Township of Whitewater Region

INTRODUCTION:

The Municipality of Whitewater Region encompasses 538 square kilometres in the eastern portion of Renfrew County. Whitewater Region shares their borders with the Province of Quebec via the Ottawa River; the Township of Admaston / Bromley; the Township of Laurentian Valley and the Township of Horton.

Highway 17 runs through the community for approximately 39 kilometres. This is the east - west corridor of the Trans Canada Highway.

Two main rail lines traverse the municipality. Of concern is the main CPR line that passes through the Village of Cobden. It is a concern because of the fact that trains pass each other going East and West in the Village. This could delay the response of emergency apparatus.

Two small private airports located near Beachburg and the other near Cobden.

Within the boundaries of the municipality are seven main residential areas; the Village of Cobden, the Village of Beachburg, and the Hamlet of Haley, the Haley Town Site, the Hamlet of Foresters Falls, the Hamlet of LaPasse and the Hamlet of Westmeath. The municipality has 6,243 permanent residents along with approximately 3900 seasonal residents.

Policing is provided by the Ontario Provincial Police. The Renfrew Detachment is in the Town of Renfrew and the Upper Ottawa Valley Detachment is located in the Town of Petawawa.

The municipality is served by a volunteer fire department with five (5) fire stations and seventy six (76) fire fighters. The present fire stations are located in the Village of Cobden, the Village of Beachburg, the Hamlet of Haley, the Hamlet of Foresters Falls and the Hamlet of Westmeath.

At a council meeting, council established a list of core services (Appendix "A"). These core services were ratified by council on October 23, 2002.

BACKGROUND:

The reason for the Master Fire Plan is to ensure that the quality and levels of service set by municipal Council are maintained or improved.

A Master Fire Plan must at the very least provide for the minimum level of service as identified in Fire Protection and Prevention Act. The three lines of defense against fire that are identified in the Act are: Fire Prevention and Public Education; Fire Safety Standards and Enforcement; and Emergency Response within their needs and circumstances.

A Master Fire Plan once accepted by council needs to be evaluated and revised annually by the fire committee and the fire department administration.

Terms of Reference:

The FPPA identifies three lines of defence against fire and they are:

- 1. Public Education and Prevention**
- 2. Fire Safety Standards and Enforcement**
- 3. Emergency Response**

In order to be compliant with the first and second line of defence, a municipality must do the following:

- Complete a simplified risk assessment of the municipality
- Have a smoke alarm program that meets the requirements identified in the simplified risk assessment including home escape planning
- Provide ongoing fire safety education to the residents of the community, and
- Provide code enforcement inspections upon complaint or request.

A simplified risk assessment has been completed for the municipality by this consultant. The assessment was presented to and accepted by the Office of the Fire Marshal.

The department has adopted the "Alarmed For Life" smoke alarm program. To test the smoke alarm and public fire safety education programs the department uses a questionnaire and random sampling in the community.

The fire safety inspection policy statement and the fire prevention and public safety education policy were accepted by council on August 11, 2004. In addition to the annual inspections required by the fire prevention and public safety education policy the department responds to all requests for inspections and complaint inspections.

PURPOSE / SCOPE:

The Master Fire Plan, based on a review of the existing fire service, will provide the municipality with an effective risk management tool. It will provide a blueprint for fire protection that addresses the statutory requirements of the *Fire Protection and Prevention Act*, taking into account all local needs and circumstances, and based upon costs the community can afford.

The plan will identify the resources necessary to meet current and future fire risks. The plan presents programs; projects and schedules for developing and maintaining fire protection services that have been accepted and *approved* by council

Risk Assessment

Risk assessment is the overall process of risk analysis and risk evaluation. Fire risk is a measure of the probability and consequence of an adverse effect to health, property, environment or community as a result of a fire occurrence. It is not simply the frequency of fire in a subject property. Properties with a very low probability of having a fire (indicated by no fire loss records) but are occupied by a large number of non-ambulatory persons would be considered a significant fire risk. Buildings that have only a few occupants but incur a large number of fires every year may also constitute a significant fire risk. Properties with a low probability of fire occurrence can still be of significant risk if the impact of fire is high, such as a factory that is the primary employer in a community. In addition, a property that has a low impact of fire occurrence but a high probability of fire occurrence can be a significant risk.

The fire risk in a municipality can be organized into three basic headings that help to focus the analysis of the fire safety situation:

1. Property information;
2. Occupant information; and
3. Fire loss information.

Municipalities have a legislated responsibility under the FPPA to provide public education with respect to fire safety and certain components of fire prevention. Conducting a simplified risk assessment is the first step towards compliance with these requirements and is intended to identify information required by a municipality to make informed decisions about the programs and activities necessary to effectively manage the community fire risk based upon local needs and circumstances.

Needs and circumstances relate to a municipality's economic situation, geography, population, building profiles, service delivery system and fire risk profile. The identification of the fire risk within the Township of Whitewater Region is intended to create a fire risk profile that will assist in identifying appropriate programs or activities

that can be implemented to effectively address the fire safety needs of Township of Whitewater Region.

A Certificate of Compliance for Section 2.(1)(a) of the Fire Protection and Prevention Act was presented to the Township of Whitewater Region council in 2006.

Demographic Profile

Information was obtained through the Office of the Fire Marshal and Statistics Canada.

Whitewater Population Statistics:

Ages of population	#	% of Total Permanent Population
0 – 14	1185	19 %
15 – 65	3908	62.6 %
66 and over	1150	18.4 %
Total Population	6243	100 %

ECONOMIC CIRCUMSTANCES:

Economic Circumstances

The analysis of the economic circumstances of the Township of Whitewater Region is based upon information provided by the municipal staff as well as from Statistics Canada and the Municipal Property Assessment Corporation.

Assessment

The assessed value of all properties in 2006 was \$461,370,607.00, in 2005 was \$407,146,410.00. The increase of assessment values in percentage terms is equal to 13.32%.

Assessment Comparison 2005 - 2006

PROPERTY CLASS	2005 CVA	2006 CVA	INCREASE (DECREASE)	% CHANGE
Residential/Farm	299,330,076	349,208,428	49,878,352	16.66%
Multi Res	1,446,000	1,938,000	492,000	34.02%
Comm-Occupied	16,434,186	19,716,191	3,282,005	19.97%
Comm-Vac Unit	306,200	221,512	-84,688	-27.66%
Comm-Vac Land	206,308	292,700	86,392	41.88%
Industrial – Occupied	2,050,764	638,605	1,412,159	-68.86%
Industrial – Vac	39,795	27,355	-12,440.00	-31.26%
Industrial – Vac Land	38,300	38,300	0	0
Large Industrial	7,241,512	6,579,269	-662,243	-0.0915%
Large Industrial -- Vacant	84,469	68,892	-15,577	-0.1844%
Farmlands	66,477,070	69,461,715	2,984,645	4.49%
Pipeline	12,441,000	12,414,000	-27,000	-0.22%
Managed Forests	1,050,730	765,640	-285,090	-27.13%
TOTAL	407,146,410	461,370,607	54,224,197	13.32%

The increase in assessment is due to re-assessment of all properties in the County. Unfortunately, the Township has seen a large decrease in Industrial and a small decrease in Large Industrial due to the deregulating of Timminco Ltd.

Property Classifications

The Ontario Ministry of Municipal Affairs defines Classes of Property in Ontario. There are seven Standard Property Classes. The Township of Whitewater Region provides data in three subdivided categories for both commercial and industrial property classes.

Railway R-O-W indicates railway right of way fees are paid to the municipality. For the Township of Whitewater Region the following information on property classifications has been compiled.

Property Types – Assessed Values and Anticipated Taxes

Property Type	Assessed Value	Anticipated Tax Revenue	% of Total Township Assessment	% of Township Levy
Residential/Farm	349,208,428	\$1,615,250	76%	78%
Multi Res	1,938,000	\$17,423	0.42%	0.34%
Comm-Occupied	19,716,191	\$165,494	4%	8%
Comm-Vac Units	221,512	\$1,302	0.05%	0.06%
Comm-Vac Land	292,700	\$1,720	0.06%	0.08%
Industrial – Occupied	638,605	\$8,376	0.14%	0.40%
Industrial – Vacant	27,355	\$233	0.01%	0.011%
Industrial – Vacant Land	38,300	\$327	0.01%	0.016%
Large Industrial	6,579,269	\$107,659	1.43%	5%
Large Industrial – Vacant	68,892	\$733	0.01%	0.04%
Pipeline	12,414,000	\$76,530	2.69%	4%
Farmlands	69,461,715	\$80,323	15.06%	4%
Managed Forests	765,640	\$885	0.17%	0.04%
Supplementary Taxes		\$38,535		1.86%
Railway R-O-W		\$23,086		1.11%
Other Payments – In – Lieu		\$22,819		0.44%
TOTALS	461,370,607	\$2,076,255		

Local Improvements

The 2006 municipal budget handles local improvements through funding provided by the municipal tax base

2006 Municipal Actual Tax Levy

The 2004 municipal tax levy is based on the anticipated amount of the total Township levy excluding specific local improvement levies. For the purposes of the review the actual Township levy is based on the total Township levy, minus money collected as part of the education levy.

The total Township levy is \$2,076,255.00 for 2006. The total budget is \$5,142,687.00. This is an increase of 10.17% over 2005

Municipal taxation changes from 2001 to 2006

Year	Actual Township Levy	% diff	Education Levy	% diff	Total Levy	% diff
2001	1,318,370		1,839,012.43		3,900,385	
2002	1,393,137	5.67%	1,924,154.43	4.63%	3,991,189	2.33%
2003	1,528,725	9.73%	1,818,605.67	-5.49%	3,945,901	-1.22%
2004	1,656,210	8.34%	1,826,816.04	0.45%	4,346,736	10.16%
2005	1,754,940	5.96%	1,822,958.38	-0.21%	4,667,979	7.39%
2006	2,076,255	18.31%	1,731,239.00	-5.24%	5,142,687	10.17%

Municipal Revenues

The Township of Whitewater Region derives funds from a number of sources for the 2006 budget year including taxation, grants, fees and licenses.

Breakdown of General Revenues

Department	2005 Actual	2006 Estimate
Taxes	1,754,887	2,076,255
Special Charges	341,156	330,004
Transfer Payments	1,747,799	1,709,782
Administration	579,933	627,398
Protection to Persons	83,008	93,350
Waste Management	284,199	294,898
Fire Revenue	9,775	11,000
TOTAL	4,800,757	5,142,687

Reserve Funds

The municipality maintains designated reserves for capital expenditures. Council budgets as needed for the fire department Reserve Fund. The fire department Reserve Fund, for capital purchases transferred \$95,000 out of Reserves to purchase a new fire truck.

The total Municipal Reserves for Working Capital is \$734,315.54 for 2006.

Municipal Debt

Whitewater Region has no long term debt.

Fire Protection Costs

The fire chief and deputy fire chief in consultation with the station captains develop the budget for the Whitewater Region Fire Department. The fire chief then presents it to the CAO for approval. Once approved the fire budget is then presented to the fire committee. The chair of the fire committee then takes it to the finance committee and then it is approved as part of the municipal budget by council.

The 2006 fire department operating budget is \$512,338 which includes \$180,000 for capital budget. The largest expenditure for the fire department in the operating budget is salaries and benefits at \$139,607 = 26%. The fire fighters are paid per hour for emergency responses and training.

2004 Budget Item	Amount in \$	% of total	Cumulative
Salary & Benefits	139,607.00	26%	26%
Supplies	18,000	4%	30%
Equipment Repairs	20,000	4%	33%
Vehicle Repairs	20,000	4%	37%
Courses & Membership	15,000	3%	40%
Mileage	1,500	0.3%	41%
Fuel	8,000	2%	42%
Advertising	3,000	0.6%	43%
Public Education	6,000	1.2%	44%
Services & Rents	9,000	2%	46%
Heating	15,000	3%	49%
Hydro	8,000	2%	51%
Water & Sewer	850	0.2%	51%
Telephone	6,500	1.3%	52%
Licenses	4,000	0.8%	53%
County Fire Service	6,462	1.3%	54%
Building Maintenance	10,000	2%	56%
Special Grant Acc't	15,000	3%	59%
Insurance	21,919	4%	63%
Other	5,500	1.1%	65%
Transfer to Reserves	0	0	0
Capital	180,000	35%	65%
Total	512,338	100%	100%

Cost of Fire Department on a per Capita Basis and an Assessment Basis

The per capita cost of fire services is \$78.44 for 2006 (512,338 divided by 6532)

The cost per \$1000 of assessment is:

\$0.60/\$1000 of assessment for 2004

\$0.72/\$1000 of assessment for 2005

\$0.68/\$1000 of assessment for 2006

Looking at some of the surrounding municipal fire services for comparison purposes was not beneficial since they are quite different in response areas; number of responses; population; etc.

Economic Circumstances Conclusion

The percentage of Township expenditures devoted to the fire department operational budget in 2006 was 6.46%. Adding in the capital budget of \$180,000 now brings the percentage up to 9.96%. Trying to compare costs for fire protection services paid by comparable municipalities is very difficult due to a wide variety circumstances.

Present funding appears to be adequate in providing the fire department administration to meet its mandate of providing optimum fire protection. However, with the increasing emphasis for more fire prevention and public education activities may require more human resources.

The deputy fire chief is responsible for all purchases and works within the Township purchasing policy. The deputy signs all invoices and forwards to the municipal office for payment.

Historically Council has provided the necessary funding to deal with the issues of transition and amalgamation in all aspects of the fire protection. This committee endeavors to provide adequate information so Council can continue to make informed decisions as it relates to budgeting.

We anticipate future financial support for this department with respect to the recommendations made in this master fire plan.

ORGANIZATION:

The Whitewater Region Fire Department is a municipal fire department within the Township of Whitewater Region.

Council has passed by-laws that affect the fire department. They are:

By-law # 01-02-17 establishes the Township of Whitewater Region Fire Department. *This bylaw needs some minor revisions. Appendix "A" to this by-law is not attached but is available within the fire department administration.*

By-law # 03-02-105 is for the appointment of a Manager of Fire Services. *This by-law does not support the E & R by-law.*

By-law # 03-05-114 is for the appointment of a Deputy Fire Chief.

By-law # 01-05-30 is for the participation of the Whitewater Region Fire Department in the Renfrew County Mutual Aid Plan. *This by-law refers to area chiefs – no longer have area chiefs.*

By-law # 03-08-123 authorizes an agreement with the Township of Admaston/Bromley for assistance and the use of fire fighting equipment belonging to Whitewater Region.

By-law # 02-01-52 regulates and controls the setting of fires and the issuing of fire permits.

By-law # 04-06-163 regulates parking on highways and streets within the municipality.

By-law # 01-12-90 establishes purchasing policies and procedures.

Council has also accepted a number of policies that affect their fire department. They are:

- Core services.
- Fire Prevention Policy Statement
- Fire Prevention and Public Education Policy
- Township tenders.

Whitewater Region has entered into an automatic aid agreement with the Township of Admaston/Bromley for fire suppression and rescue services. This agreement covers the area in Admaston/Bromley which has the 646 telephone prefix and is covered by station # 2 (Cobden). Station # 1 (Haley Station) covers an area in Admaston/Bromley from Highway 60 to Northcote.

A detailed map has been provided with the agreement by the Township of Admaston/Bromley.

Whitewater Region also has an agreement with the Ministry of Natural Resources. It is a shared agreement with the Whitewater Region fire department providing protection to crown land that is accessible by road in return for a reduced rate if MNR assistance is required for wild land fire suppression.

A resolution has been passed by council to authorize the agreement with the MNR. A by-law is a more prudent means of authorizing any agreement.

Issues Identified:

1. A number of by-laws need to be revised to reflect the current operation of the fire department.
2. Pass a by-law to authorize the agreement with MNR.

ADMINISTRATION:

Mission Statement:

The mission of the Township of Whitewater Region Fire Department is to be a leading emergency service provider by:

- Meeting the needs of our community in fire prevention, public education, fire suppression and rescue
- Utilizing and improving the dedication and skills of our volunteer firefighters
- Constantly improving all of our services and operations

In carrying out this mission, the Township of Whitewater Region Fire Department will:

- Give top priority to fighter safety, education & training as well as environmental concerns
- Encourage the professional and personal development of our members
- Work as a team to take full advantage of our skills, knowledge and creativity
- Communicate openly and honestly to our members and community to inspire trust and confidence

The mission statement helps to focus department activities, give context to the department policies and standard operating guidelines, promote a positive approach to tasks and can be useful in developing an effective team.

Human Resources:

There is a specific job description listed in the department OG's for all fire department positions.

The Ontario Association of Fire Chiefs have developed in conjunction with the Ontario Fire Service the Ontario Fire Service Standards for fire fighters, chief officers, training officer, deputy fire chief and fire chief. A copy of the fire fighter and chief officer's standards should be put in each fire station.

The establishing and regulating by-law states that "the fire chief may recommend to *council* the appointment of any qualified person as a *member* of the *fire department*, subject to the *approved* hiring policies of the Township of Whitewater Region".

The fire department administration has established a process for recruitment of volunteer fire fighters.

The department does not advertise for fire fighters in the local media but use the word of mouth system. This has worked to this point in time in the municipality.

Presently all interested persons must complete an *approved* application form and submit it to the fire chief. Interviews are scheduled with fixed questions and involve the station captain that the individual will be assigned to, deputy fire chief and fire chief. The successful candidate is selected as a result of individual scores and aptitude.

The fire department administration has tasked the OG committee to formalize this process.

There is no formalized process for promotion, performance evaluation using performance objectives that are measurable, achievable and agreed upon or other matters.

The recent promotion for captain was a result of an interview process with the fire chief, deputy fire chief and the involved station captain with fixed questions. Seniority was also a consideration.

During the past decade, the following matters have increased the demand upon time for fire chiefs throughout Ontario. Memory is no longer an acceptable means of accurate record keeping. A comprehensive record keeping system is required in the fire department.

- Develop Fire Prevention and Public Education programs for the municipality.
- Required enforcement of statutes, codes and regulations.
- Legal requirements (FPPA) and complexities necessitating greater attention required to minimize the community's liabilities.
- Needs for self-development in management techniques and public relations.
- Increased documentation required by all levels of government for operational matters, including vehicle responses, training records, detailed reports for court cases and injury reports to municipal and provincial agencies, and so on.

The fire chief needs to enhance the current record keeping system using computers with the necessary back-up procedures.

Presently all station reports are faxed to the Deputy Fire Chief in Beachburg for computation and filing. If each station was equipped with a computer it could be easier to generate reports and integrate them into a final report.

The deputy chief maintains all records and reports at station # 4 (Beachburg). He indicated that he has all the department records since the fire department became one operation.

Issues Identified:

1. Need to purchase copies of relevant Ontario Fire Service Standards.
2. Need to formalize the hiring process.
3. Need to formalize a promotional policy.
4. Need for a formal performance evaluation policy.
5. Need for an efficient and effective electronic record keeping system.

APPARATUS and EQUIPMENT:

The Office of the Fire Marshal acknowledges that life expectancy of fire apparatus will vary from community to community. Notwithstanding this, the following OFM recommendations as to vehicle replacement are as follows:

- *High usage "first line" pumpers: 10-15 yr life expectancy is normal*
- *Low usage pumpers: 20 yr life expectancy with reasonable efficiency*
- *Little reliance should be placed on fire apparatus over 25 yrs old. Suitable for reserve or standby use only. (Insurance Advisory Organization does not recognize these vehicles in assessing for community insurance ratings.)*

This municipality falls under the second bullet with low usage therefore a reasonable life expectancy is 20 years. Parts availability becomes an issue after 20 years.

An up-to-date inventory list is a tool the fire chief can use in the administration of his department. The department does have an equipment inventory but it needs to be in greater detail (i.e. extension ladder – should reflect the length of the extension ladder). An accurate inventory list will assist the chief at budget time. Again this would be easier to maintain if it was computerized at each station.

The apparatus is listed as per fire station.

STATION	TYPE	YEAR	PUMP (GPM)	WATER TANK (Gallons)	Last Pump Test
# 1 Haley Strn.	Rescue / Pumper	2005	1050	800	2005
	Tanker	1970	n/a	1300	n/a
# 2 Cobden	Pumper	1982	1050	600	2006
	Tanker	1978	n/a	1750	n/a
	Rescue	1994	n/a	n/a	n/a
# 3 Foresters Falls	Pumper / Tanker	1990	840	1000	2006
# 4 Beachburg	Pumper / Tanker	2002	1050	1250	2006
	Tanker	1982	n/a	1500	n/a
# 5 Westmeath	Pumper / Tanker	1989	840	1000	2006
	Van	1984	n/a	n/a	n/a

The department has a number of vehicles, specifically 3 tankers and 1 pumper that exceed the 20 year life expectancy.

The rural setting for the majority of the Township dictates that it is essential that the fire department be equipped with reliable tankers of sufficient size (3,000 to 4,000 gallons) to ensure that the fire department can adequately fight a rural structure fire. This would also allow for a superior tanker shuttle (rated by IAO) to be established which would reduce the insurance rate for the taxpayers.

Pumper/Tankers are more common today when departments are replacing apparatus. However, it can only be used as a pumper or a tanker but not both at the same time. Normally a pumper/tanker carries between 1000 and 1250 gallons of water.

A method of reducing the amount of water required to extinguish a structure fire is the introduction of class "A" foam. Class "A" foam can be added to a pumper by two means. One is as an add-on system and the other is a pumper manufactured with a class "A" foam system built into the design. The built in system during manufacture is by far the most effective and efficient system.

Issues Identified:

1. Maintain a detailed and up-to-date inventory of all equipment.
2. Establish a vehicle replacement program.
3. Maintain at least two (2) large (3000 – 4,000 gallons) dedicated tankers in the fleet (Cobden & Beachburg).
4. Purchase pumpers with a built in Class "A" foam system.

Vehicle and Equipment Maintenance Program:

As a proactive maintenance measure all the pumpers are given a pump test annually by a qualified testing agency.

All the apparatus receive the required annual Department of Transport inspection. It has been stated by officers of the department that it is getting more difficult and taking longer to get parts for the older apparatus.

A local garage, on a regular basis, services the apparatus.

The municipality has recently hired a licensed mechanic for the roads department and it is anticipated that this mechanic will also maintain and certify annually the fire department vehicles.

The department has established a policy and procedures for the inspection, maintenance, operation and documentation of emergency vehicles. The policy requires a minimum weekly inspection of all apparatus and equipment. These inspection records are maintained by the station captain for the deputy chief.

Issues Identified:

Nil

FIRE STATIONS:

A separate **Fire Station Report** was prepared and presented to council on July 27, 2005.

The report was generated because a number of the members of council wish to consider reducing the number of fire stations, apparatus and fire fighters thus reducing the fire departments annual budget.

Conclusions from the report:

Looking at the average response times, the average number of fire fighters responding to emergencies, the distance between stations, weather conditions, traffic congestion, etc. and reflect back to the acceptable standard published by the Office of the Fire Marshal leads one to believe that Whitewater Region Fire Department is just meeting the established standard.

Reducing the number of fire stations and reducing the number of fire fighters is clearly a decision of council. If council chooses to reduce the number of fire stations and fire fighters then it would be impossible for the department to meet the standard in some of the areas of the Township. This could also impact on the insurance rates of the residents in that particular area.

Even though this is a political decision and council is responsible for determining the level of service to be provided to the residents. Council may wish to hear from their constituents via a number of public meetings on the issue.

Council may consider the following options:

1. Reduce the number of fire stations.
 - Response times will increase resulting in failing to meet standard.
 - Additional public fire safety education activities would have to developed and initiated. May require the services of a full time person.
 - The Province may become involved because this may impact on public safety.
 - Fire fighters could be reassigned or terminated. **
 - Apparatus may be reassigned or sold. **

- Fire station(s) may be redesignated or sold. **
 - Some of the electorate not likely to be pleased with reduction of emergency services.
- ** indicates areas of potential savings for council.

2. Status Quo

- Adequately fund and maintain the Whitewater Region Fire Department to meet the local needs and circumstances.
- Promote the use of public fire safety education programs.
- Strive to meet the requirement of the Fire Protection and Prevention Act.

3. Improvements to the fire service.

- Promote the development and support a Master Fire Plan for Whitewater Region.
- Promote the use of public fire safety education programs.
- Promote the enforcement and compliance of fire safety legislation.
- Ensure that the municipality meets the minimum requirements of the Fire Protection and Prevention Act.
- Ensure that the Municipal Simplified Risk Assessment issues are resolved or reduced to an acceptable fire safety level.
- Fund and maintain an up-to-date fleet of fire apparatus to meet the local needs and circumstances. Council needs to be concerned about the aging fleet.
- Provide a modern fire station in Cobden to adequately house all the emergency apparatus assigned to this station.
- Ensure that sufficient fire fighters are employed to adequately respond on all initial responses

Council should seek the resident's opinion since this will affect the level of service provided to the community at large. This could be done through a mail out questionnaire or public meeting.

The report identified a number of issues to be considered.

Issues Identified:

1. Response data not being kept in a consistent and accurate format.
2. Records indicate dual or even triple station responses are at times required.

3. Station # 4 (Beachburg) requires an adequate classroom complete with tables and chairs for the fire fighters.
4. Energy conservation is an issue for station # 3 (Foresters Falls) to consider especially the overhead doors and windows.
5. Station # 2 (Cobden) needs to be replaced with a modern fire station capable of housing all the emergency response equipment under one roof and with sufficient on site parking for the Cobden volunteer fire fighters.

OPERATIONS:

The fire department currently provides basic fire suppression and rescue services as described in the Establishing and Regulating By-Law and is further broke down in the *approved* core services policy. These are the duties or tasks that council has approved for their fire service.

The department has two primary stations being Station # 2 (Cobden) and Station # 4 (Beachburg). This is mainly due to the fact they are the larger population centers of the municipality with adequate staffing during the day. The department has established a support system for each station depending on the location and type of emergency. The initial reason that this support was needed to provide manpower however on occasion it has been recorded that initial response to an emergency by local apparatus was very slow or not at all.

The department utilizes a number of fire fighters personal vehicles to haul equipment such as wet, dirty and sometimes frozen hose, empty air cylinders, etc., back to the fire stations. Personal vehicles are also used as command vehicle while the rescue units are used for firefighter rehabilitation at fires. Presently the fire chief and deputy use their personal vehicles for meetings in and out of the county, complaint issues, code and by-law enforcement, etc.

The fire chief and the deputy respond directly to the emergency scene. For emergency responses it would be more efficient and effective for their vehicles to be equipped with red lights and siren. However, the Highway Traffic Act does not permit red lights and sirens on privately owned vehicles. It would be advantageous for the chief and deputy to each have a municipal vehicle such as 4 wheel drive half tons available for their use. These vehicles could also be used to haul department equipment and therefore save causing any damage to personal vehicles.

The department does not have a standard personnel identification policy or process for identifying member of the department for inspection, code enforcement or public education activities.

The department does have a common command and fire fighter accountability structure. It is a two tag system that the fire service in the Province of Ontario supports. The

department as a whole has had little formal incident command training. The Renfrew County Training Committee will be offering a field IMS course in 2007.

Pre-Emergency Planning:

Planning should be done to ensure that unusual or higher risk properties such as the nursing home and schools are provided with appropriate emergency responses. Information related to building layout and construction, hazardous materials, expected fire loads and exposures, vulnerable occupants, building fire safety systems and emergency contacts can be collected and used to plan for emergency response. Barriers to timely and effective response should be identified.

The fire department does pre-emergency planning for institutional and assembly occupancies within the municipality. These pre-plans are mainly discussions at training meetings and site visits. The process is not formalized and written plans are not prepared or revised according to a schedule. Plans are of little value to the incident commander if they are not available at the emergency incident.

The department does have a roll in the Municipal Emergency Plan.

Water Supplies:

The fire department relies on hydrants in the Villages of Cobden and Beachburg for its water and is also capable of carrying water in the tankers for the rural area. In the Northwest corner of the municipality the Tri Township fire department permits the use of the hydrant that borders on Whitewater Region.

Water for the hydrants in Beachburg is from an above ground storage tank that is filled from drilled wells. The water works building and storage site is located on the Robertson Drive.

Water for hydrants in Cobden is from an elevated storage tank located behind the works garage in Cobden. Water for domestic and fire suppression in Cobden originates from Muskrat Lake via the water filtration plant located next to the beach in Cobden.

Hydrants are not colour coded in Cobden or Beachburg as required by the Ontario Fire Code, Subsection 6.6.6.1. The Whitewater Region public works department maintains the hydrants. It is uncertain at this time whether the public works department flow test the hydrants annually and maintain the appropriate records.

An OG has been developed to address water supply in the rural areas of the Township. Some of the identified sites in the many lakes, streams and rivers are equipped with a dry hydrant.

No water supply maps have been developed for the department.

Mutual Aid:

Mutual Aid allows a participating fire department to request assistance from a neighbouring fire department authorized to participate. A fire department may ask for mutual aid assistance when it is at the scene and all available resources are being utilized. Mutual Aid is not intended to support the day-to-day operations of a fire department.

Whitewater Region has first help agreements under mutual aid with Douglas, Tri-Township and Horton as listed in the Renfrew County Mutual Aid Plan.

Fire Investigations

The Standard Incident Report (SIR) are completed in full for all emergency responses and additional information gathered to help evaluate the effectiveness of fire department programs. The information gathered at fire scenes is essential to understand a community's fire losses. Improvements in fire fighting, legislation, equipment, education, construction and other factors that affect fire safety are dependent on fire incident evaluations.

The fire department does conduct post-incident evaluations and has developed an OG regarding fire investigations.

The Whitewater Region fire department has 9 fire fighters trained in fire origin and cause determination. All have attended and graduated from the Office of the Fire Marshal's fire cause determination course.

The department has developed an OG addressing the need and procedures to be followed for determining the cause and origin of fires.

Issues Identified:

1. The need for proper utility vehicles.
2. The need for proper identification of all personnel.
3. Additional training for incident commanders.
4. The need for written preplans of health care facilities, schools and industries.
5. All hydrants need to be flow tested and colour coded according to N.F.P.A. 291 "Fire Flow Testing and Marking of Hydrants"
6. Water supply maps need to be developed for the whole Township and maintained in first response apparatus.

Operating Guidelines (OG's)

Operational guidelines establish a benchmark of what is "reasonable" conduct in an emergency. Each guideline should include: purpose, scope, procedure and responsibility.

The department has formalized operational guidelines and has reviewed them with all the members of the department.

Here is a list of the policies and operational guidelines.

Operating Guidelines and Policies

Index

Operating Guideline approval

Scope

Mission Statement

Three Lines of Defense

Code of Ethics

Policies

Personal Conduct; Alcohol and

Drug Use

Personal Leave

Sick Leave

Suspension

Drivers License Suspension

Fire Prevention

Training

Memorandums

Safety

Entering Upon Premises

Emergency Vehicles

Apparatus and Auxiliary Equipment

Response Procedures

Guidelines

Communications

Personal Protection Equipment

Self Contained Breathing Apparatus

Apparatus Placement

Fire Investigations

Inspections (Special)

Incident Command

Rural Water
Natural Cover Fires
Vehicle Incidents
Silo Fires
Waste Disposal Fires
Dangerous Goods
Water and Ice Rescue (Reserved)
Fire Station Maintenance
Fire Extinguishers
Ladders
Hose, Nozzle and Ladder Testing
First Aid & C.P.R.
Log Books - Records - Reports
Operating guidelines and Policies Sign-off
Sheet

Issues Identified:

1. A process to review the department OG's and revises as necessary.

FIRE DEPARTMENT COMMUNICATIONS:

The fire department communications system consists of:

- A central communication center.
- Each fire fighter is equipped with a pager or portable radio.
- Each apparatus is equipped with a mobile radio.
- Each fire station is equipped with a base station for local communications.

Residents in the community dial 911 to report emergencies. In the case of a fire, the call is received by the central fire dispatch in Renfrew at the Ministry of Health Central Ambulance Communications Center (CACC). The dispatchers then notify the appropriate station to respond by pager tone. The communication center then records all appropriate times dealing with the emergency such as when an apparatus leaves the station and arrives on scene. They also handle all further calls for assistance from the officer in charge at the scene.

Each station has its own pager tone.

The municipality has installed fax machines to help the five stations communicate. Unfortunately this has not always worked well, especially in Cobden with the works department sharing the same fax phone line. Faxes to the fire station have not always been received. Upon investigation by the fire department administration it was found

that the faxes were received by the works department but discarded because the fax wasn't for them.

Faxes have become old technology with e-mails and palm pilots being modern technology, additional computers could modernize communications in the fire department.

Issues Identified:

1. Provide appropriate computers with internet capability.

TRAINING AND EDUCATION:

The most important day-to-day activity in any fire department is training.

Fire fighters prevent fires from occurring because they have been trained in fire prevention, public fire safety education, code enforcement and suppression. The current fire fighter training curriculum in this department consists of random subjects. There is no organized annual training plan for the department. Each station does its own thing on a monthly basis as established by the station captain. A published, co-ordinated training program is essential.

Each fire fighter has been issued a copy of the Ontario Fire Fighter Curriculum.

The Ontario Fire Fighter Curriculum is based on the International Fire Service Training Association (IFSTA), Essential of Fire Fighting, 3rd edition that meets the Ontario Fire Fighter Standards. The **Ministry of Labour** has accepted the Ontario Fire Fighter Standards and the Ontario Fire Fighter Curriculum as minimum training for a fire fighter.

The curriculum is a skills based training program.

The department does have a number of qualified trainer/facilitators and can sign fire fighters off in the Ontario Fire Fighter Curriculum.

The trainer/facilitators and the station captains track the fire fighters progress and sign-offs for each station.

A computer specialized record-keeping program could be used to better track training within the department. Computer training might be necessary for this program.

The fire departments attendance records indicated the following:

Year	Station	Average Attendance of f/f's	Minimum	Maximum	# of ff assigned to station
2004	# 1	8	2	10	10
2005	Haley Stn.	9	6	10	13
2006		9	4	12	14
2004	# 2	13	6	18	20
2005	Cobden	13	7	17	20
2006		10	5	13	19
2004	# 3	9	7	11	11
2005	Foresters	9	5	10	11
2006	Falls	9	7	10	10
2004	# 4	15	9	19	20
2005	Beachburg	12	8	18	20
2006		12	9	15	18
2004	# 5	8	5	11	12
2005	Westmeath	9	7	11	15
2006		8	3	11	17

The station report identified the resources available for training.

The department has taken advantage of the volunteer fire fighting courses offered at the Ontario Fire College in Gravenhurst and at the County level.

Members of the department attend the North Eastern Fire Education Conference that is held annually in North Bay. This is a good opportunity for the fire department officers to gain knowledge and then share that knowledge with the rest of the department. This conference is intended to increase the knowledge of **municipal officials and fire department officers**.

Issues Identified:

1. Need for a published and co-ordinated training program.
2. Need for computer training.

FIRE PREVENTION:

The Fire Protection and Prevention Act 1997 (FPPA), shifted focus of the Ontario fire service from suppression to place a priority on prevention and public fire safety education.

The Fire Marshal's Public Fire Safety Council was established to promote fire prevention and public fire safety education and to support the fire safety community.

The municipal council has approved a fire prevention policy, which includes an inspection schedule.

The department has a number of fire fighters complete and graduate from the basic fire prevention course offered by the Office of the Fire Marshal. **Skills and knowledge are a vital component of an inspection program.**

A Captain has been assigned to lead the fire prevention program and is assisted by four (4) inspectors within the department.

The Office of the Fire Marshal offers a Fire Department Assist Program to assist fire fighters conducting difficult or complex inspections. The department will use this program if necessary and has used this service in the past.

The fire chief believes that the fire prevention and public fire safety education programs have helped reduce the number of serious fires in Whitewater Region.

Issues Identified:

Nil

PUBLIC FIRE SAFETY EDUCATION:

As a minimum, the Fire Protection and Prevention Act 1997 (FPPA) requires that municipalities distribute fire safety educational materials to the public.

Fire safety education material has been delivered by any combination of:

- ▼ Public service announcements utilizing available media.
- ▼ Instructions to residents/occupants on fire safety matters.
- ▼ Presentation to resident groups.
- ▼ Deliver & review brochures during smoke alarm surveys.
- ▼ Attendance at public events (fairs).
- ▼ Attendance at schools.

As has been previously stated, stronger emphasis has been placed on the fire service to prevent fires from occurring through public fire safety education.

The department has adopted the "Alarmed For Life" smoke alarm program. Part of this program is to deliver smoke alarm brochures to the public and complete a smoke alarm survey. In 2004 a total of 311 surveys were completed and in 2006 a total of 160 surveys were completed. The analysis of the 2006 surveys is included in this report as Appendix "F".

The department has utilized a "**Hazard House**" from the Bonnechere Valley Fire Department in its school program. The hazard house is a miniature model of a single family home with various fire safety hazards demonstrated.

The department attends the schools during fire prevention week and gives talks and distributes fire safety brochures.

Issues Identified:

In conclusion the data from the smoke alarm surveys indicate the need for:

1. ***The Whitewater Region fire department needs to continue with its smoke alarm program to ensure that every home is equipped with working smoke alarms on every level of the home in conjunction with home escape planning.***
2. ***Be actively involved in promoting carbon monoxide detectors in every home.***
3. ***Develop a program to ensure that portable extinguishers are properly tested and maintained in the community.***

APPENDICES:

The following, is a list of Appendices to the Master Fire Plan:

- A. *Approved Core Services*
- B. *Fire Department Organization Chart*
- C. *Fire Prevention Policy & Schedule*
- D. *Fire Prevention Policy Statement*
- E. *Simplified Risk Assessment*
- F. *Community Smoke Alarm Survey Results*
- G. *Implementation Strategy*

The **issues identified** where as a result of numerous meeting with municipal staff and physical visits to the municipality.

ORGANIZATION:

1. A number of by-laws need to be revised to reflect the current operation of the fire department.
2. Pass a by-law to authorize the agreement with MNR.

ADMINISTRATION:

3. Need to purchase copies of relevant Ontario Fire Service Standards.
4. Need to formalize the hiring process.
5. Need to formalize a promotional policy.
6. Need for a formal performance evaluation policy.
7. Need for an efficient and effective electronic record keeping system.

APPARATUS and EQUIPMENT:

8. Maintain a detailed and up-to-date inventory of all equipment.
9. Establish a vehicle replacement program.
10. Maintain at least two (2) large (3000 – 4,000 gallons) dedicated tankers in the fleet (Cobden & Beachburg).
11. Purchase pumpers with a built in Class "A" foam system.

FIRE STATIONS:

12. Response data not being kept in a consistent and accurate format.
13. Records indicate dual or even triple station responses are at times required.
14. Station # 4 (Beachburg) requires an adequate classroom complete with tables and chairs for the fire fighters.
15. Energy conservation is an issue for station # 3 (Foresters Falls) to consider especially the overhead doors and windows.
16. Station # 2 (Cobden) needs to be replaced with a modern fire station capable of housing all the emergency response equipment under one roof and with sufficient on site parking for the Cobden volunteer fire fighters

OPERATIONS:

17. The need for proper utility vehicles.
18. The need for proper identification of all personnel.
19. Additional training for incident commanders.
20. The need for written preplans of health care facilities, schools and industries.

21. All hydrants need to be flow tested and colour coded according to N.F.P.A. 291 "Fire Flow Testing and Marking of Hydrants"

Operating Guidelines (OG's)

22. A process to review the department OG's and revises as necessary.

FIRE DEPARTMENT COMMUNICATIONS:

23. Provide appropriate computers with internet capability.

TRAINING AND EDUCATION:

24. Need for a published and co-ordinated training program.
25. Need for computer training.

PUBLIC FIRE SAFETY EDUCATION:

26. The Whitewater Region fire department needs to continue with its smoke alarm program to ensure that every home is equipped with working smoke alarms on every level of the home in conjunction with home escape planning.
27. Be actively involved in promoting carbon monoxide detectors in every home.
28. Develop a program to ensure that portable extinguishers are properly tested and maintained in the community.

Whitewater Region Fire Department
Three Lines of Defense

Fire Prevention & Public Education

-Implement programs to address the needs and circumstances of residents of the community based on a simplified risk assessment, some examples are listed below

- Smoke Alarm Program
- Program - Assist Schools
- Seasonal residents
- Trailer Park special needs
- Risk Watch Program
- Elderly residents (Older & Wiser Program)
- Mail out brochures to residents with tax notices
- Industrial and Institutional education programs including firefighter awareness
- Determine cause of all fires

Code Enforcement

-Burning By-Law & Permits

- education of municipal office staff and fire wardens that issue fire permits
- enforce open burning by-law, establish fine schedule
- establish restricted fire zone in the Whitewater Region as deemed necessary

-Fire Code

- Businesses as per appendix list to be reviewed annually
- Building plan examinations on any new or modified buildings as identified by the Chief Building Official
- Residential code enforcement inspections upon complaint or request
- Smoke alarm - heavy emphasis on prevention & education
- enforcement would be the last resort

Emergency Response

Minimum Suppression Expectations

- Urban area(Cobden, Beachburg) Interior Attack and Limited Rescue Capability
- Rural area Exterior Structural Attack -Wildfire (grass, shrubs, bush) control
- Vehicle fires (trains, planes & automobiles)
- Farm buildings and silos

Extrication & Rescue

- Light Rescue
- Heavy Rescue
- Farm Equipment Rescue

Hazardous Materials

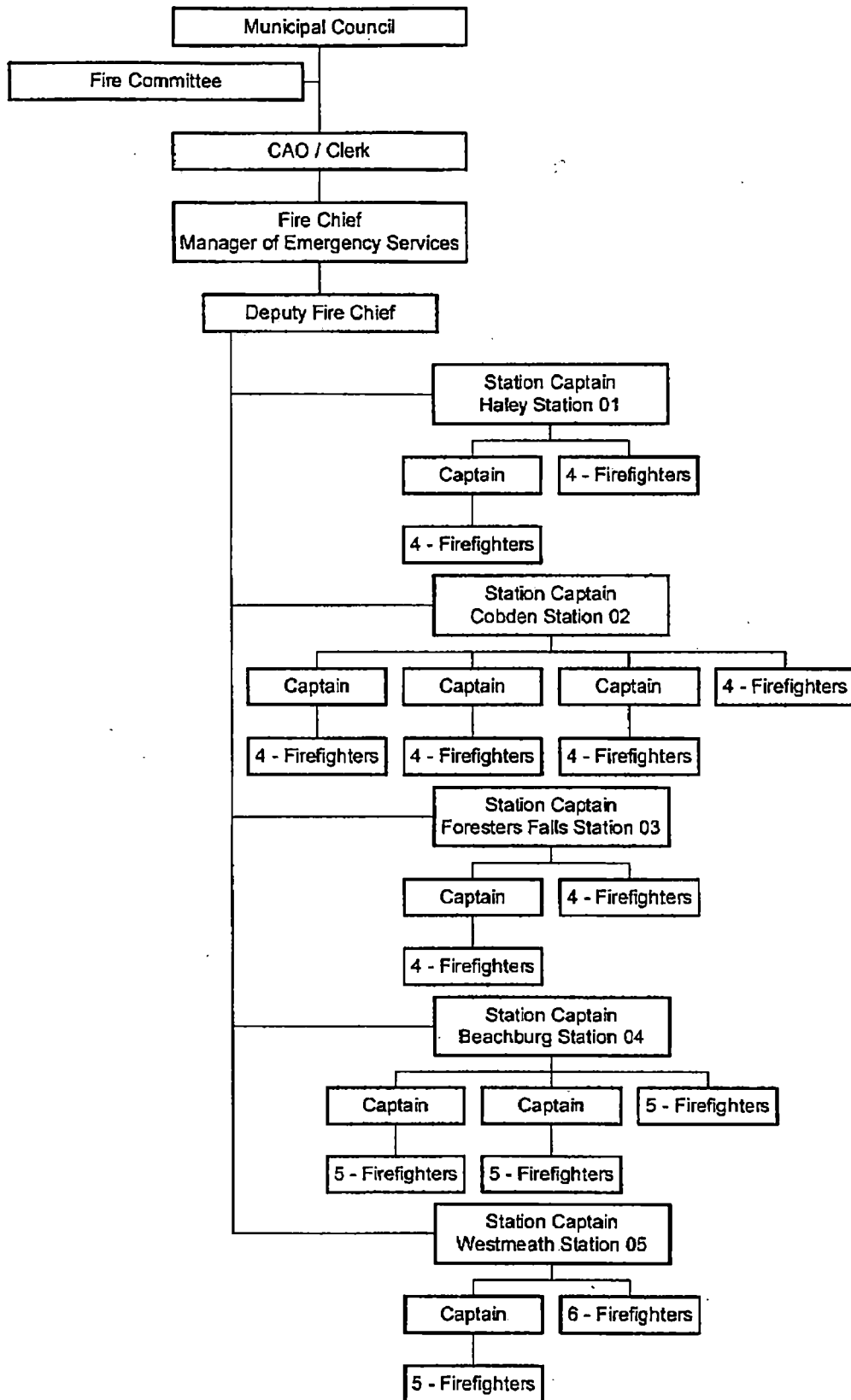
- Basic Awareness

Special Assists Specifically Related to Public Safety

- Hydro lines down
- specialized request for lighting of an incident or investigation

Respond to a "declared" municipal or county emergency

Whitewater Region Fire Department Organizational Chart



Township of Whitewater Region
Fire Prevention and Public Fire Safety Education Policy

General

This fire prevention and public fire safety education policy has been reviewed and approved by the municipal council of the Township of Whitewater Region on __, 2004, and is applicable in its entirety for the whole of the municipality.

Inspections

It is the policy of the Whitewater Region Fire Department to conduct fire prevention inspections of occupancies, at the frequency indicated in the attached schedule, as approved by the municipal council.

Smoke Alarm Program

The *Alarmed for Life* program will be utilized in the Township of White Water Region by the Whitewater Region Fire Department.

It is the goal of the Whitewater Region Fire Department to ensure that every residence has the required number of working smoke alarms.

Open Air Burning

Open air burning is permitted within the municipality in those areas zoned as rural agricultural only with approval of the Fire Department and in accordance with the regulations set out in the *Permit for Open Fires* form.

New Construction

New construction or alterations to existing buildings will be inspected in accordance with By-law No. XXXXX which prescribes types of fire inspections conducted and authorizes the Fire Chief and Fire Prevention Personnel as Assistants to the Building Inspector under the Ontario Building Code Act.

Fire Places and Wood Stoves

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

Change of Occupancy or Ownership

These inspections will be conducted when requested by the purchaser's solicitor only where permission has been obtained from the owner or the owner's agent.

A fee will be charged for preparing a letter on outstanding fire safety work orders and a further fee will be charged where inspections are conducted at the purchaser's request.

A fee schedule for various types of inspections, letters and reports is available upon request from the fire department or municipal office.

Public Fire Safety Education Programs

The fire chief and department personnel will provide a variety of fire prevention education programs for children throughout their elementary school years as part of their normal school curriculum in conjunction with the appropriate teachers.

In addition to the school programs, social, service and special interest groups may request specific programs including, but not limited to, the Smoke Alarm Program or the Older and Wiser Program, requests from seniors for evacuation and/or life safety plans and courses for service clubs, cubs, guides and babysitters.

The public may request tours of the fire stations and the station officers will make the necessary arrangements and assign personnel as work schedules permit.

Conclusion

This fire prevention and public fire safety education policy provides for the participation of all members of the department in fire prevention and public fire safety education activities, during available hours and also addresses the types and frequency of inspections approved by council and is intended as affirmative direction to the fire chief, fire department personnel and the public.

WHITEWATER REGION FIRE PREVENTION INSPECTION SCHEDULE

Assembly Occupancies	Frequency
Schools and Churches	Annually (1 - 2 x yearly)
Nursery/day care facilities	Annually and prior to licencing
Licensed Premises	Annually (once in December)
Special Occasion Permits	Annually and on request on application
Institutional	
Retirement Homes	Every other year (or as requested)
Nursing Homes	Annually
All homes for special care	Annually and prior to licencing
Commercial and Business	
In service Mercantile	Every other year (or as requested)
Comprehensive Mercantile	Every third year (or as requested)
Business/Personal Services	Upon request or complaint
Industrial	
Factories or complexes	Annually
Industrial malls	Annually (or as requested)
Residential	
Apartments	Annually or upon request or complaint
Single Family Duplexes (2 unit residential occupancies)	Upon request or complaint
Home Inspection Program	Voluntary (and upon request)
Boarding/lodging/bed & breakfast houses	Annually and prior to licencing
Hotels/motels/resorts	Annually

Where the fire department receives a complaint 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.

WHITEWATER REGION FIRE DEPARTMENT FIRE PREVENTION POLICY STATEMENT

Fire prevention programs and activities assists in reducing or eliminating concerns by the public relative to fire prevention and public fire safety education objectives.

It is considered essential that the objectives of the fire department respecting fire prevention and public fire safety education and the scope of programs and activities, be formulated by the fire chief and implemented by the department, under the direction and approval of council, in a written policy statement.

It is the policy of the Whitewater Region Fire Department;

- That the department will conduct fire prevention inspections of occupancies specified in table 1 on a regular and continuing basis.
- That the department will conduct a home inspection program for all residential dwelling units on a complaint or request basis.
- That fire prevention personnel examine plans and specifications of new buildings for compliance with applicable fire regulations
- That the department provides fire safety lectures and/or demonstrations for various public sectors such as industries, service clubs and business groups upon request.
- That the Alarmed for Life; "Smoke Alarm Program" is utilized to ensure the installation and maintenance of smoke alarms in all dwelling units.
- To provide public fire safety messages and awareness campaigns through all available media avenues at recurring intervals including at least, Christmas season, spring clean up and fire prevention week.
- To make fire prevention information, pamphlets and literature available to the public through fire stations and/or circulation during approved fire department activities.
- In each circumstance and without prejudice, to enforce all life and safety regulations which the fire department staff have council approved responsibility for.

July 8, 2005

Fire Chief
Wayne Heubner

Simplified Risk Assessment

Township of Whitewater Region

DESCRIPTION

The Municipality of Whitewater Region encompasses 538 square kilometres in the eastern portion of Renfrew County. Whitewater Region shares their borders with the Province of Quebec via the Ottawa River; the Township of Admaston Bromley; the Township of Laurentian Valley and the Township of Horton.

Highway 17 runs through the community for approximately 39 kilometres. This is the east - west corridor of the Trans Canada Highway.

Two main rail lines traverse the municipality. Of concern is the main CPR line that passes through the Village of Cobden. It is a concern because of the fact that trains pass each other going East and West in the Village.

A small airport is also located in the municipality.

Within the boundaries of the municipality are seven main residential areas; the Village of Cobden, the Village of Beachburg, and the Hamlet of Haley, the Haley Town Site, the Hamlet of Foresters Falls, the Hamlet of LaPasse and the Hamlet of Westmeath.

Policing is provided by the Ontario Provincial Police. The Renfrew Detachment is in the Town of Renfrew and the Upper Ottawa Valley Detachment is located in the Town of Petawawa.

The municipality is served by a volunteer fire department with five (5) fire stations and seventy five (75) fire fighters. The fire stations are located in the Village of Cobden, the Village of Beachburg, the Hamlet of Haley, the Hamlet of Foresters Falls and the Hamlet of Westmeath.

DEMOGRAPHIC PROFILE

It is important to examine local demographic data to determine the following:

- population makeup, based on age groupings
- vulnerable individuals or occupancies
- cultural differences such as language and customs
- seasonal population shifts in tourist areas such as cottages, mobile homes and trailer parks
- other considerations specific to certain municipalities

Information was obtained through the Office of the Fire Marshal and Statistics Canada.

Demographic Profile

Ages of population	#	% of Total Permanent Population
0 – 14	1185	19 %
15 – 65	3908	62.6 %
66 and over	1150	18.4 %
Total Population	6243	100 %

<p>Vulnerable groups / individuals (e.g., non-ambulatory)</p> <p>List of applicable occupancies:</p> <p>Retirement Home(s) (3) Nursing Home (1)</p>	<p>Population fluctuation (e.g., tourism, student)</p> <p>Provide descriptions:</p> <p>It is reported that the population increases by about 18 to 20 % during the summer months due to cottagers and tourism. This would bring the total population up to approximately 7500 persons.</p> <p>Identify occupancy types:</p> <p>Most of the seasonal population would be residing in cottages, motels, resorts and campgrounds.</p>
--	---

Barriers to Public Education

The residents in the Hamlet of LaPasse are mostly French origin and French is their first language.

It is also noted that there are some other cultures in the municipality such as Spanish, Dutch and German (Mennonite).

The fire service cannot recall any language difficulties. The fire service has no data of language difficulties.

Information Analysis and Evaluation

The data collected must be examined, evaluated and analyzed for the purpose of identifying potential fire risks (community fire profile) within the community. The development of a community profile and the identification of priorities serve as the basis for selecting activities in the areas of public education and fire prevention, based upon local needs and circumstances.

Demographic Profile Commentary

In narrative form, provide brief synopsis of profile on data gathered.

The Township of Whitewater Region population of 6,243 is marginally higher during the summer months. The profile indicates that approximately 62% of the population is workers and the seniors and children make up approximately 38%. This is before considering the seasonal fluctuations.

A number of vulnerable occupants reside in a variety of residential and health care facilities located throughout the community. Seasonal population fluctuations relate to cottagers, campers, religious camps and tourist establishments.

Demographic Profile Concerns

In point form, list your community's potential fire concerns relating to demographics.

- Both senior and children are predominately the highest risk from fire
- The housing at Religious Camps may put the occupants at risk
- 49.8% of surveyed residents burn wood as primary home heat or as a secondary heat source
- Tourist and cottagers may not have highest level of fire safety awareness
- A number of facilities accommodate vulnerable occupants and seniors

BUILDING STOCK PROFILE

This profile should identify the various types and numbers of buildings and occupancies in the community. It is important to identify high-risk occupancies and those that, if damaged or destroyed in a fire, would have a devastating impact on the community. This type of information is intended to provide a detailed inventory of the overall potential structure and property related fire risks within the community. It is best to collect building stock data that can be closely categorised in accordance with the

Standard Incident Report property classification system. (The Standard Incident Report property classification system corresponds closely with the Ontario Building Code classification system.)

Occupancy Classification		# of Occupancies
Group A	Assembly	33
Group B	Institutional	6
Group C	Single family	2709
	Multi-unit residential	20
	Hotel / Motel	2
	Mobile Homes & Trailers	8
	Other	0
Groups D & E	Commercial	177
Group F	Industrial	5
Other occupancies not classified in OBC such as farm buildings.		413
Totals		3373
Total # of mixed occupancy buildings		57

Prevention Activities		2002	2003	2004
Group A	Assembly	0	6	5
Group B	Institutional	2	3	3
Group C	Single family	80	88	105
	Multi-unit residential	2	2	2
	Hotel / Motel	2	2	2
	Mobile Homes & Trailers	0	0	0
	Other	0	0	0
Groups D & E	Commercial	7	11	15
Group F	Industrial	0	0	0
Other occupancies not classified in OBC such as farm buildings.		2	2	3
Totals		95	114	135

Information Analysis and Evaluation

The data collected must be examined, evaluated and analyzed for the purpose of identifying potential fire risks (community fire profile) within the community. The development of a community profile and the identification of priorities serve as the basis for selecting activities in the areas of public education and fire prevention, based upon local needs and circumstances.

Building Stock Profile Commentary
In narrative form, provide brief synopsis of profile on data gathered.
The majority of the core buildings in Cobden, Beachburg, Haley Station, Foresters Falls and Westmeath are very old. Most buildings in the core areas are of combustible construction.
With the rising home heating fuel costs more residents may turn to wood as a primary or secondary heating fuel.
The area is comprised of many small family businesses with a few larger employers.
The majority of residential housing is single-family, but there are some dormitory type settings at Religious Camps and other campgrounds.

Building Stock Profile Concerns

In point form, list your community's potential fire concerns relating to building stock.

- Potential for economic impact and job loss
- Potential for building to be subject of Ontario Fire Code retrofit requirements, especially the multi-unit residential occupancies
- Lack of appropriate permits for the installation of wood burning appliances
- Tourist establishments and campgrounds must meet minimum fire safety standards

MUNICIPAL FIRE LOSS PROFILE

When conducting a simplified risk assessment of the community, it is important to recognize the value in reviewing the community's past fire experience and its relationship

With provincial averages. Information about the type of occupancies most susceptible to fire and, in some cases, the public's attitude toward fire can be identified from a review of this data.

Fire deaths and injuries are important components of a simplified risk assessment. However, most municipalities do not experience fire fatalities on a regular basis, so local records do not always permit an effective analysis. In these cases, provincial statistics can assist in determining the types of occupancies that fire deaths most commonly occur in, the most vulnerable age groups affected, and the status of smoke alarms in these occurrences. The provincial profile is provided in the Provincial Fire Loss Profile section.

Municipal Fire Deaths and Injuries								
Occupancy Classification		2002		2003		2004		Total Deaths + Injuries
		Deaths	Injuries	Deaths	Injuries	Deaths	Injuries	
Group A	Assembly	0	0	0	0	0	0	0
Group B	Institutional	0	0	0	0	0	0	0
Group C	Residential	0	0	0	0	0	0	0
Groups D & E	Commercial	0	0	0	0	0	0	0
Group F	Industrial	0	3	0	0	0	0	3
Mobile Homes & Trailers		0	0	0	0	0	0	0
Other			1					1
Total Deaths / Injuries		0	4	0	0	0	0	4

The department has 8 members certified in determining the cause and origin of fires.

Municipal Property Dollar Loss								
Occupancy Classification		2002		2003		2004		% of Total Dollar Loss (2004-2002)
		# of Fires	\$	# of Fires	\$	# of Fires	\$	
Group A	Assembly	0	0	0	0	0	0	0
Group B	Institutional	0	0	0	0	0	0	0
Group C	Residential	8	664,300	11	595,674	12	439,600	76.3%
Groups D & E	Commercial	0	0	0	0	0	0	
Group F	Industrial	2	301,000	0	0	0	0	14.5%
Mobile Homes & Trailers		0	0	0	0	0	0	
Other		8	43,700	10	66,779	9	93,500	9.2%
Total Dollar Loss		18	1,009,500	21	662,503	23	554,100	100%

Information Analysis and Evaluation

The data collected must be examined, evaluated and analyzed for the purpose of identifying potential fire risks (community fire profile) within the community. The development of a community profile and the identification of priorities serve as the basis for selecting activities in the areas of public education and fire prevention, based upon local needs and circumstances.

Municipal Fire Loss Profile Commentary	
In narrative form, provide brief synopsis of profile on data gathered.	
<p>The majority of fire occurrences and dollar losses have taken place in residential dwelling units.</p> <p>The next highest concern is industrial occupancies</p> <p>The municipality does have a formal agreement for grass & bush fires with the Ministry of Natural Resources.</p> <p>False alarms generated by equipment malfunction is a leading cause to emergency responses.</p>	

Municipal Fire Loss Profile Concerns

In point form, list your community's potential fire concerns relating to municipal fire loss experience.

Residential fires caused by older wiring is a concern of the fire department and is being addressed with public education.

Residential chimney fires are a concern since most residents use wood as a primary or secondary heat source. Some of the chimney fires are reported as a recurring nature.

PROVINCIAL FIRE LOSS PROFILE

The OFM undertook a 10-year review of fire losses in Ontario, spanning the years 1985 to 1994. The aim of the review was to define the fire problem in Ontario, thereby assisting the fire service to focus its efforts in areas that should have the greatest impact on fire losses.

The review analysed over 150,000 structure fires and 1,400 fire deaths and indicated that over 92% of all fire deaths occurred in residential occupancies. Further analysis created the following four profiles as the most likely fire fatality scenarios.

Scenario 1		
Results in the greatest number of deaths, involves the ignition of upholstered furniture by smoking articles. The fire begins in the living area at night while the victims are either asleep or impaired. These fires also claim the lives of young children living with adults.	Property Type:	Residential
	Area of Fire Origin:	Living area
	Ignition Source:	Lit smoking articles, matches or lighters
	Object First Ignited:	Upholstered furniture, other objects
	Time of Occurrence:	Night
	Victims:	Asleep or impaired adults, children living with adults

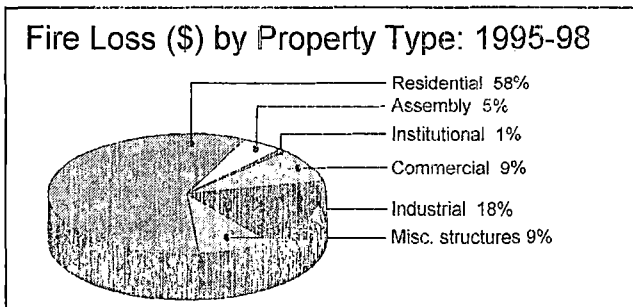
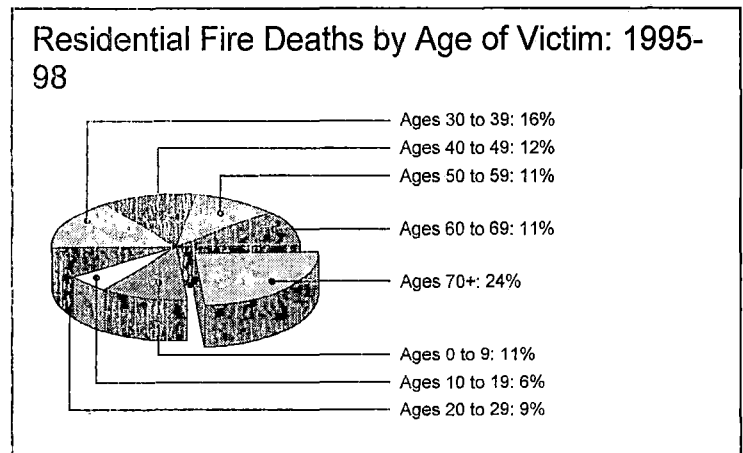
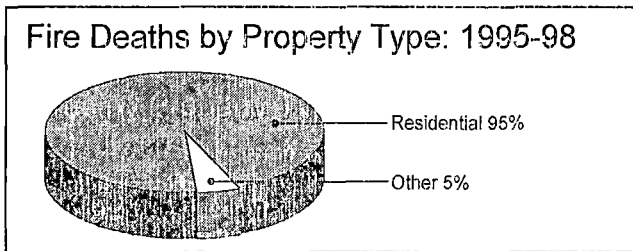
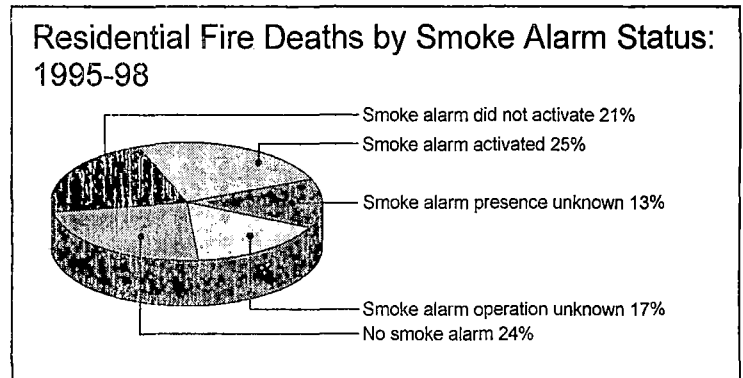
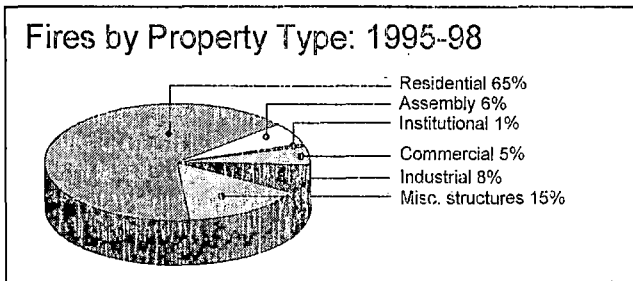
Scenario 2		
Also takes place while victims are either asleep or impaired. In this scenario, however, bedding in the sleeping areas is initially ignited. Children living with adults are also victims of these fires.	Property Type:	Residential
	Area of Fire Origin:	Sleeping area
	Ignition Source:	Smoking articles, lighters, matches
	Object First Ignited:	Bedding, other objects
	Time of Occurrence:	Night
	Victims:	Adults asleep or impaired, children living with adults

Scenario 3		
The fire starts in the kitchen, where cooking equipment ignites cooking oil.	Property Type:	Residential
	Area of Fire Origin:	Kitchen

Unlike the average non-fatal cooking fire, this fire occurs at night while an adult victim either falls asleep or is impaired. Children living with adults depicted in this scenario also become victims of these fires.	Ignition Source:	Cooking equipment
	Object First Ignited:	Flammable liquid, other objects
	Time of Occurrence:	Night
	Victims:	Asleep or impaired adults, children living with adults

Scenario 4		
This scenario is specific to adult's aged 65 and over. An older adult, who may be disabled, ignites personal clothing with either cooking equipment or smoking articles. This victim is unable to extinguish the flames and normally dies as a result of burn complications.	Property Type:	Residential
	Victims:	Ages 65+
	Object Ignited:	Clothing, fabric
	Ignition Source:	Cooking equipment/smoking articles, lighters or matches

The following pie charts, created from a more recent 4-year study, provide significant evidence of fire risk and occurrence patterns.



Municipalities are encouraged to compare these provincial statistics with their local fire loss statistics and profile. In the event that the municipal statistics do not provide sufficient information to determine public education and fire prevention needs and

priorities, it is recommended that the provincial data form the basis for the selection and implementation of local programming and fire safety activities.

PRIORITY SETTING FOR COMPLIANCE

Reviewing information from your demographic, building stock and municipal fire loss profiles, list in order of priority your fire safety concerns. As local needs and circumstances will vary, no community will have the same profile. Thus it is possible that your priorities may focus more on one or two of the three profiles. For instance, you may find that your top priorities relate to building stock and not demographics.

Priority Setting Worksheet					
Priority	Status		Effectiveness, Goals/Objectives		
Fire Safety Priority List in order of priority	Current fire prevention / public education programs that address the fire safety priority		Existing programs adequately address the fire safety priority & ensure compliance with minimum FPPA requirements?		
	Fire Prevention (inspection) Activities	Public Education Activities	Y/N	If No, how would you reallocate resources and/or implement additional fire prevention or public education program / activities?	
Fire Prevention (Inspection) Activities				Public Education Activities	
1) Residential	Inspection upon complaint or request	<ul style="list-style-type: none"> Fire safety brochures to school children Brochures on wood burning put in municipal buildings 	Y	Smoke alarm survey Open house at fire stations Develop a voluntary home inspection program	Alarmed for Life smoke alarm program Realtors Care - home safety kit Displays at community events PSA's (chimney cleaning, wood burning, open air burning, cooking safety, etc) Wildfire awareness
2) Seniors	Inspections upon complaint or request	General fire safety information	Y	Fire safety plan review Routine inspections	Older and Wiser Program PSA's
3) Tourist establishments and campgrounds	Upon complaint or request	General fire safety information	Y	Annually prior to opening Fire safety plan review	Assist with fire safety training Provide fire safety information brochures

4) Downtown core / mixed occupancies	Inspection upon complaint or request	None	N	9.5 retrofit inspections if applicable Routine inspections	Fire safety information Home escape planning
5) Industrial occupancies	Inspection upon complaint or request	Familiarization tours of facilities and discussion with employees on fire safety	N	Routine inspections Train industrial fire teams if applicable	Fire safety information Provide fire safety information to Health & Safety Committee

Implementing Your Worksheet: Selecting and Implementing Options

After carefully considering all data and associated factors identify the target fire risk, select the program, priority, resources needed to appropriately address the needs. Develop an implementation strategy that will address the community fire risk(s) based on local needs and circumstances.

During the analysis process, it will also be necessary to assess the suitability of current programs and to ensure that minimum services required under the FPPA are provided. As a minimum, every municipality must ensure that there is:

- a suitable smoke alarm program implemented within the community including home escape planning,
- an appropriate method implemented for distributing public fire safety information within the community, and
- An inspection program suitable for responding to complaints and requests for assistance to comply with the Ontario Fire Code.

A general rule in the decision making process may involve identifying programs that **must** be done, programs that **should** be done and programs that **could** be done. The resources section of your information will play a major role in the "should" and "could" portions of your program planning.

Once the community risk(s) have been identified and prioritized, while at the same time taking into consideration resources and other factors, an implementation strategy would be developed. The strategy would involve:

- council approval of activities
- resource allocation
- assignment of responsibilities
- development of program operational guidelines
- ongoing program assessment



FIRE SERVICE SPECIALIST

W.A. (Bill) Bowles Consulting Services
1274 Bonnechere Road, R. R. # 2, Renfrew, ON K7V 3Z5
(613) 433-3363 Fax (613) 433-3363
wab@renc.igs.net

March 28, 2007

Fire Chief Wayne Heubner
Whitewater Region Fire Department
P. O. Box 40
Cobden ON K0J 1K0

RE: SMOKE ALARM SURVEY SYNOPSIS

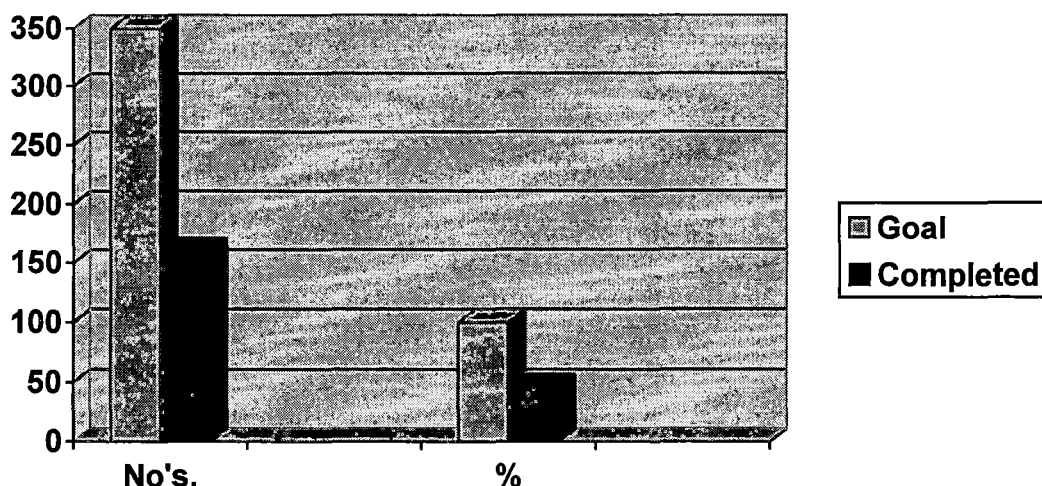
Dear Chief Heubner:

In support of the graphs and to reach reasonable conclusions on the status of the **Whitewater Region Fire Department *Smoke Alarm Program***. I offer the following as a result of the smoke alarm surveys that the members of your department completed.

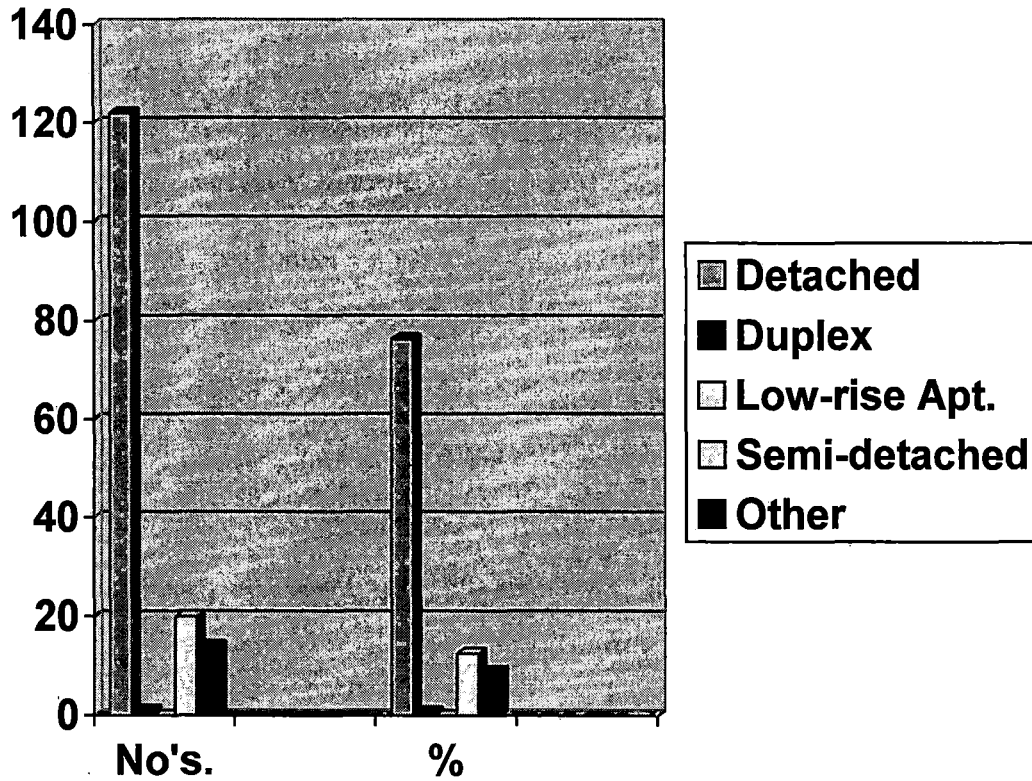
In 2006 the Whitewater Region Fire Department completed 160 smoke alarm surveys. In 2004 the goal of the fire committee and the fire department was 350 surveys. At that time 88% of that goal was met. In 2006 only 45.7% of the established goal was met.

I have created bar graphs to show the tabulated results and provide a commentary for the graphs.

The survey question has also been provided to assist in understanding the tabulated results.

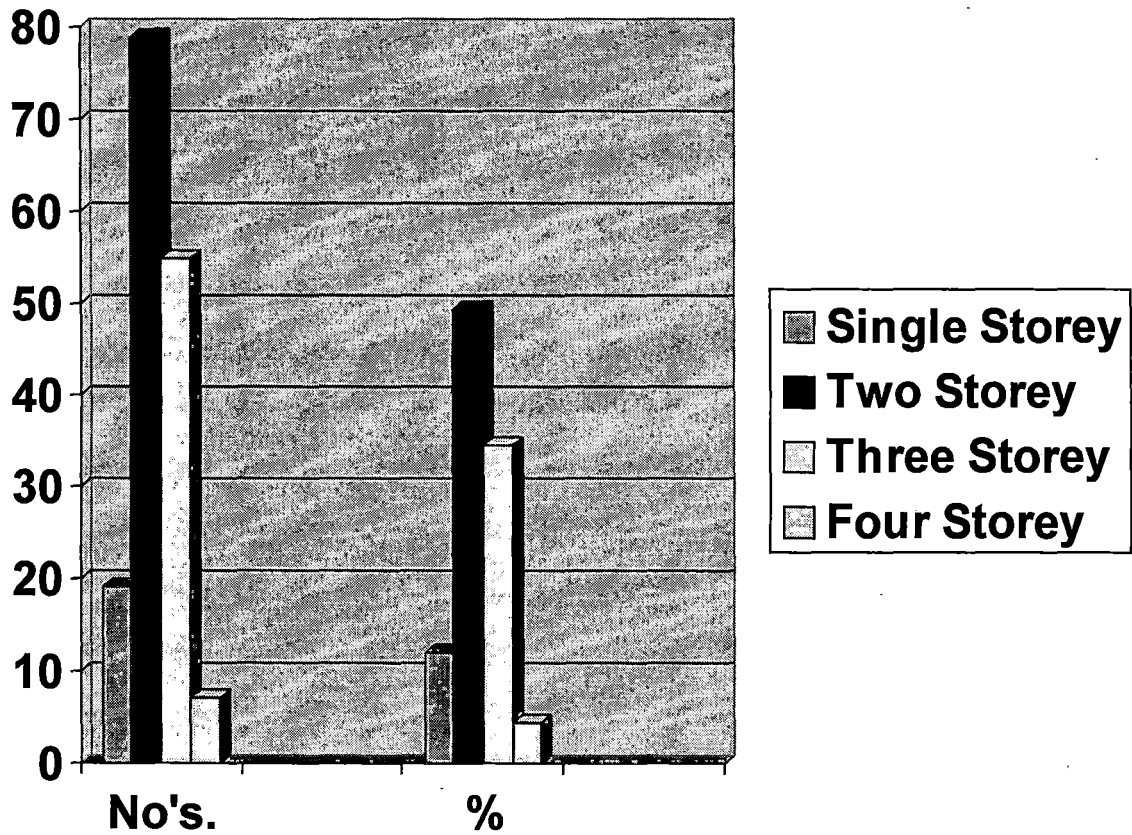


1. Type of residence:
 detached _____ semi-detached _____ duplex _____ townhouse _____ low-rise
 apartment _____ other _____



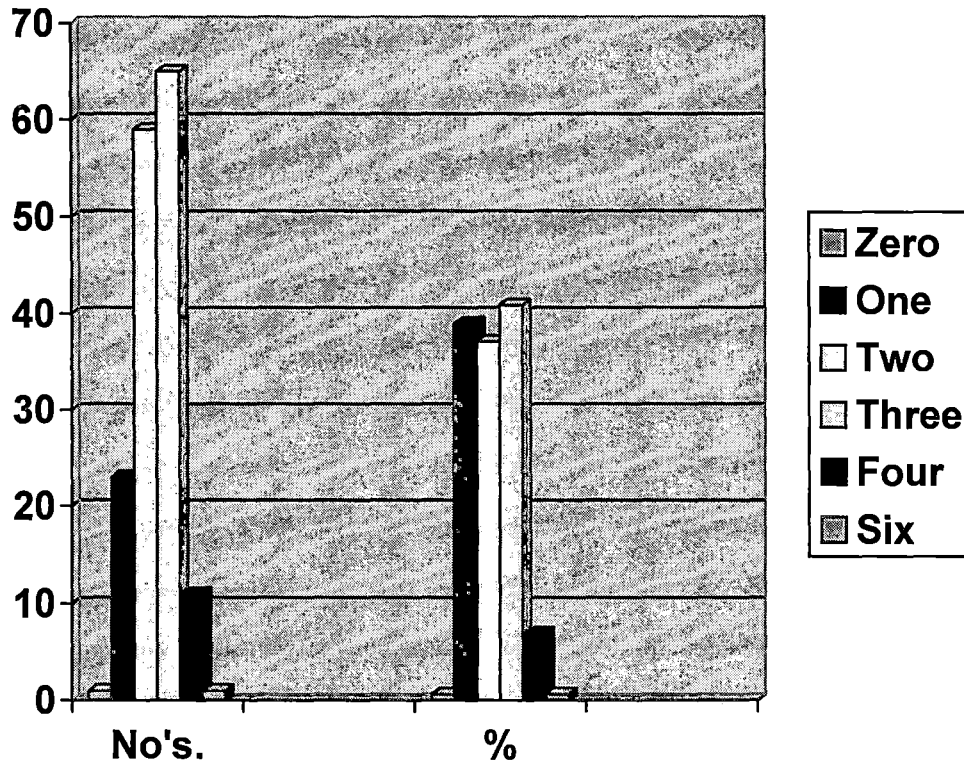
Of the 160 homes surveyed in the township, 122 or 76.25% were detached dwellings or more simply put single-family homes. Duplex surveyed was 1 or 0.6%; low-rise apartments were nil or 0 and semi-detached amounted to 20 or 12.5%. The other category, which could be mobile homes or a type that was not listed in the question, amounted to 14 homes.

2. Number of floor's (including basement):
 one _____ two _____ three _____ four or more _____



Most homes surveyed were two storeys and this amounted to 79 or 49.3% followed by three storey homes numbering 55 or 34.3%. The number of single storey homes was 19 or 11.8% and 7 or 4.3% were more than three storeys.

3. How many smoke alarms are in the home (**if zero, proceed to question 10**)
 zero _____ one _____ two _____ three or more _____

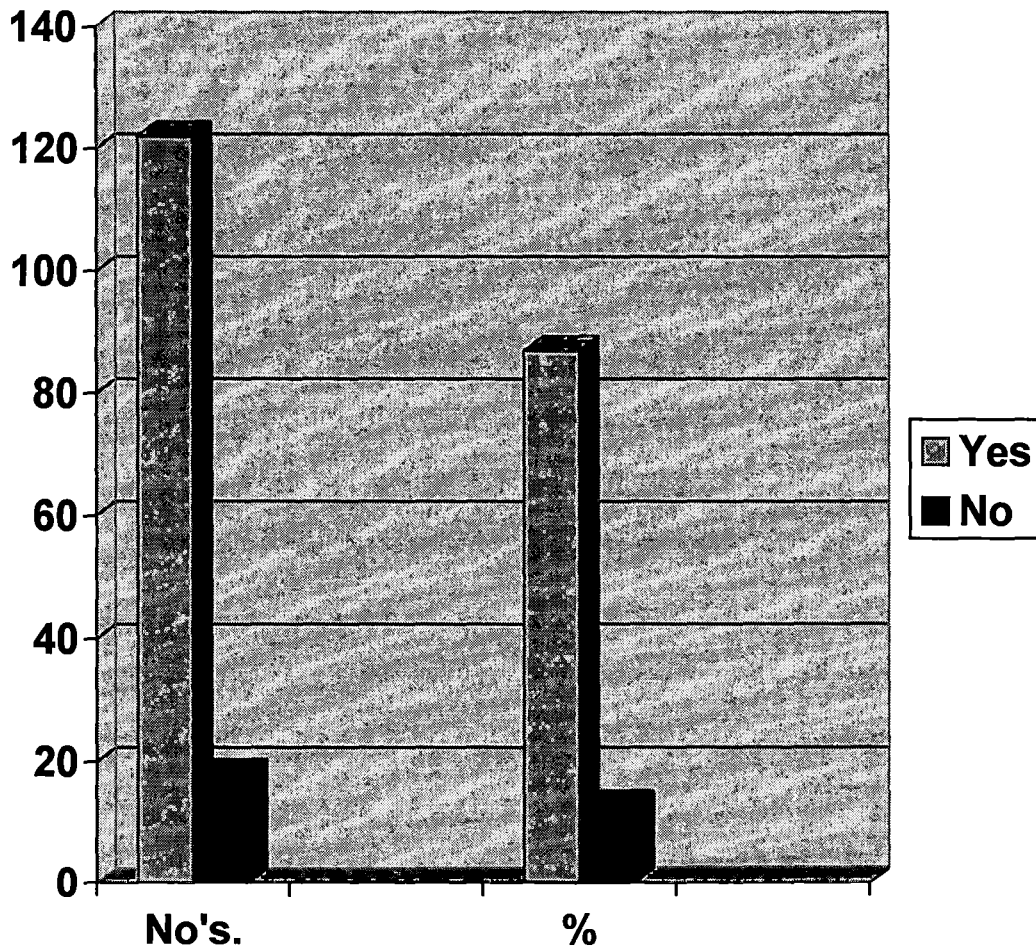


One (1) home of those surveyed did not have a single smoke alarm and 35 or 21.8% of the homes did not have sufficient smoke alarms. Smoke alarms were provided to these homes by the fire department. If this random sampling is to be perceived as fairly accurate then 21.8% of all homes in Whitewater Region do not have sufficient smoke alarms. This is unacceptable according to the Fire Marshal of Ontario which is expressing a zero tolerance policy when it comes to smoke alarms and public safety. ***The department needs to continue with its smoke alarm program to ensure that every home is equipped with working smoke alarms on every level of every home.***

It is the Whitewater Region fire services goal to have a working smoke alarm on every level of every home. This is being accomplished by providing smoke alarms during the survey process to those homes that required new or additional smoke alarms.

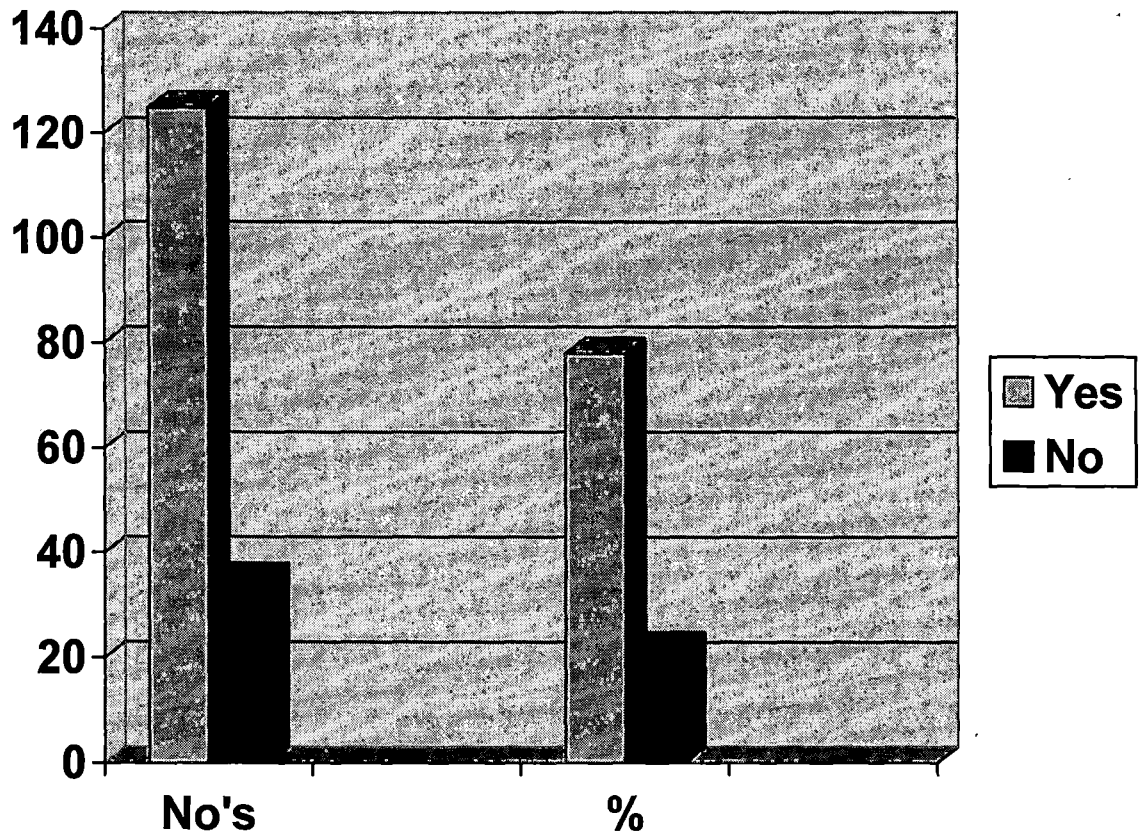
A single smoke alarm was found in 23 or 38.9% of the homes in Whitewater Region. Other homes had the following results; 59 homes or 37% had two smoke alarms and 65 homes or 40.8% had three and 12 homes or 7% had four or more smoke alarms.

4. Do you know the age of the smoke alarms? Yes ___ No ___



Most residents knew the age of their smoke alarms and this amounted to 87% or 122 of those surveyed. It is important to know the age of a smoke alarm because manufacturers identify a date for replacement. Most manufacturers recommend that after 10 years a smoke alarm be replaced. Fortunately only 18 residents or 12.8% did not know the age of their smoke alarms.

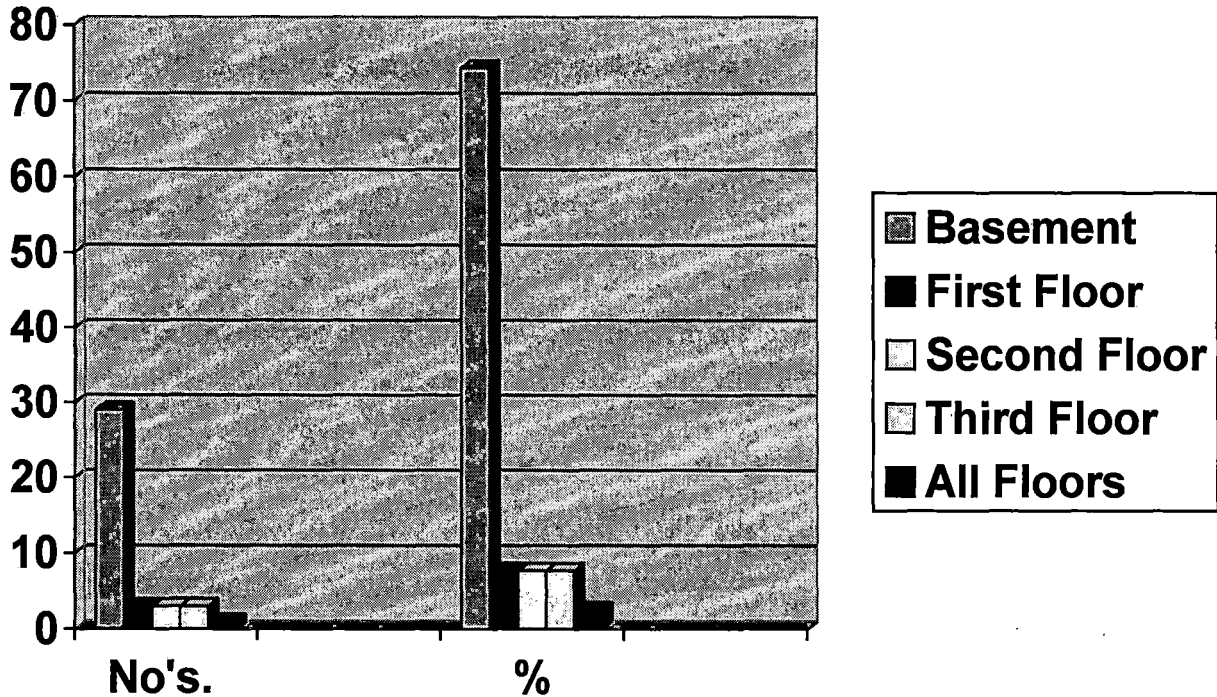
5. Is there at least one alarm on each level of the home? ___ Yes ___ No



It was good to see that 125 residents or 78% had a smoke alarm on each level of their home. Unfortunately 35 or 21.8% did not have sufficient smoke alarms to meet the goal of the Whitewater Region fire department. These residents received the required number of smoke alarms from the department to meet the goal and the law.

6. If no, which levels did not have an alarm?

Basement ____ 1st floor ____ 2nd floor ____ 3rd floor ____ other ____



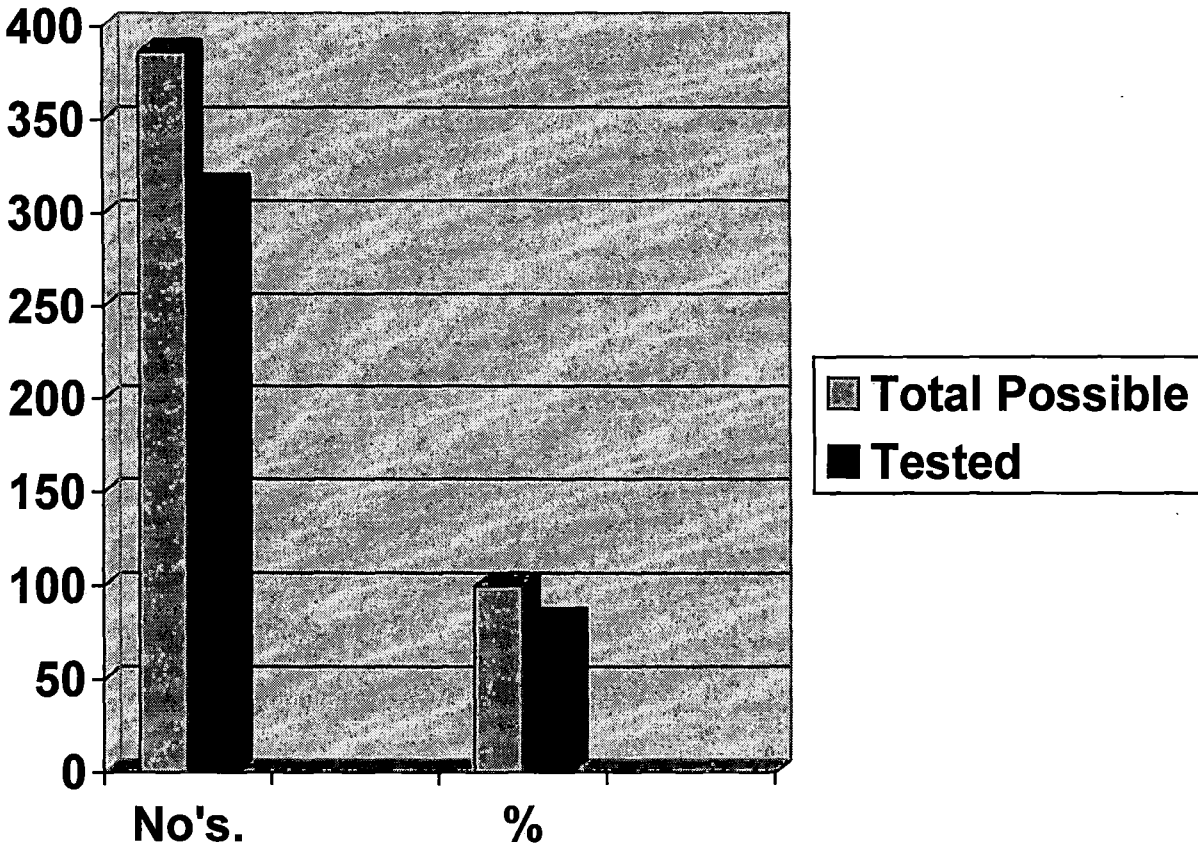
The basement level lacked the most smoke alarms, in fact 29 homes or 74.35% followed by the first floor, second floor and third floor level of 3 homes each or 7.7%. One home or 2.5% did not have any smoke alarms. These situations were corrected as a result of the fire fighters visits.

This shows the importance of the Smoke Alarm Survey program.

This speaks for itself and shows the concern of the fire fighters in Whitewater Region that completed the smoke alarm surveys for the safety of the citizens they serve. These fire fighters deserve and pat on the back. It is disappointing that some fire fighters and more importantly that some officers did not participate in the program. Officers of the Department have a responsibility to show leadership and support of fire safety programs that reduce the risk of loss of life in the community.

7. How many smoke alarms did you test?

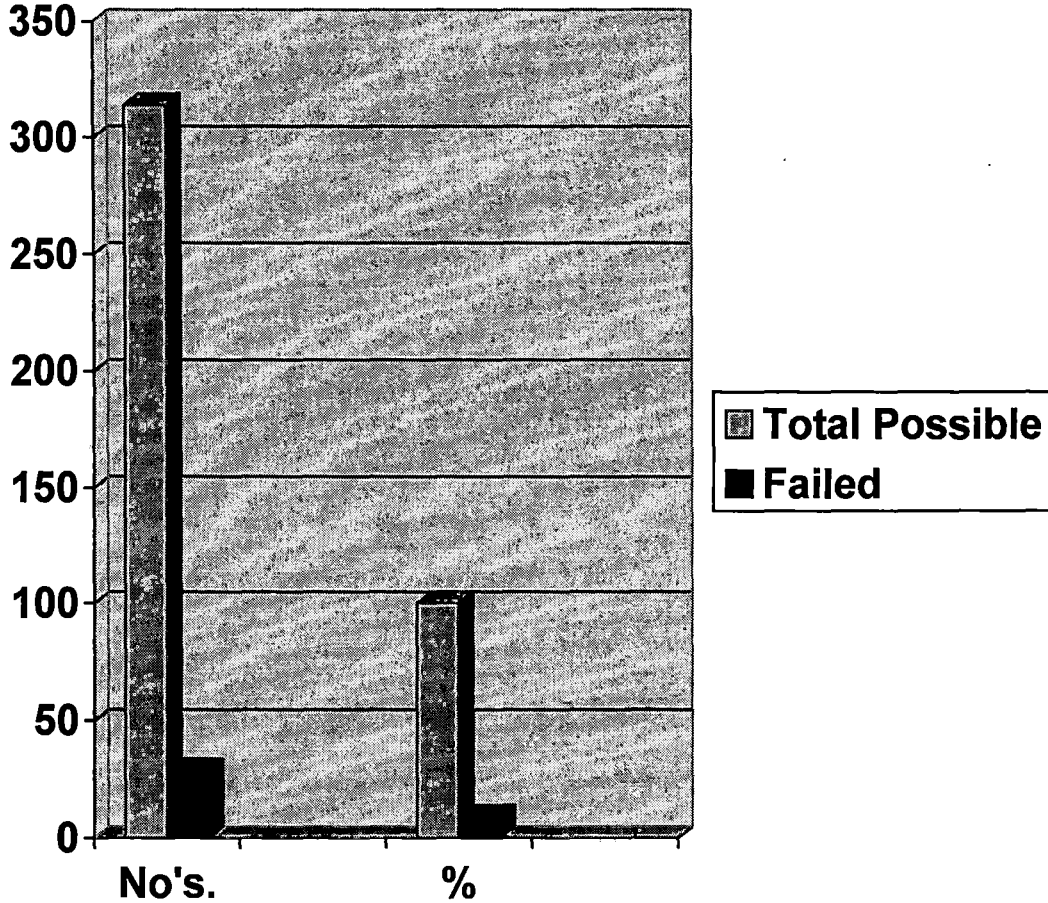
zero _____ one _____ two _____ three or more _____



Most of the home occupants allowed the fire fighters to test or witness the testing of the smoke alarms. A total of 314 smoke alarms or 81.3% were tested however, the documentation provided indicated that 72 smoke alarms were not tested for one reason or another.

Subsection 6.3.3 of the Ontario Fire Code addresses the requirements of testing and maintaining Smoke Alarms. It is the responsibility of the owner to maintain smoke alarms in operating condition as per the manufacturer's maintenance instructions.

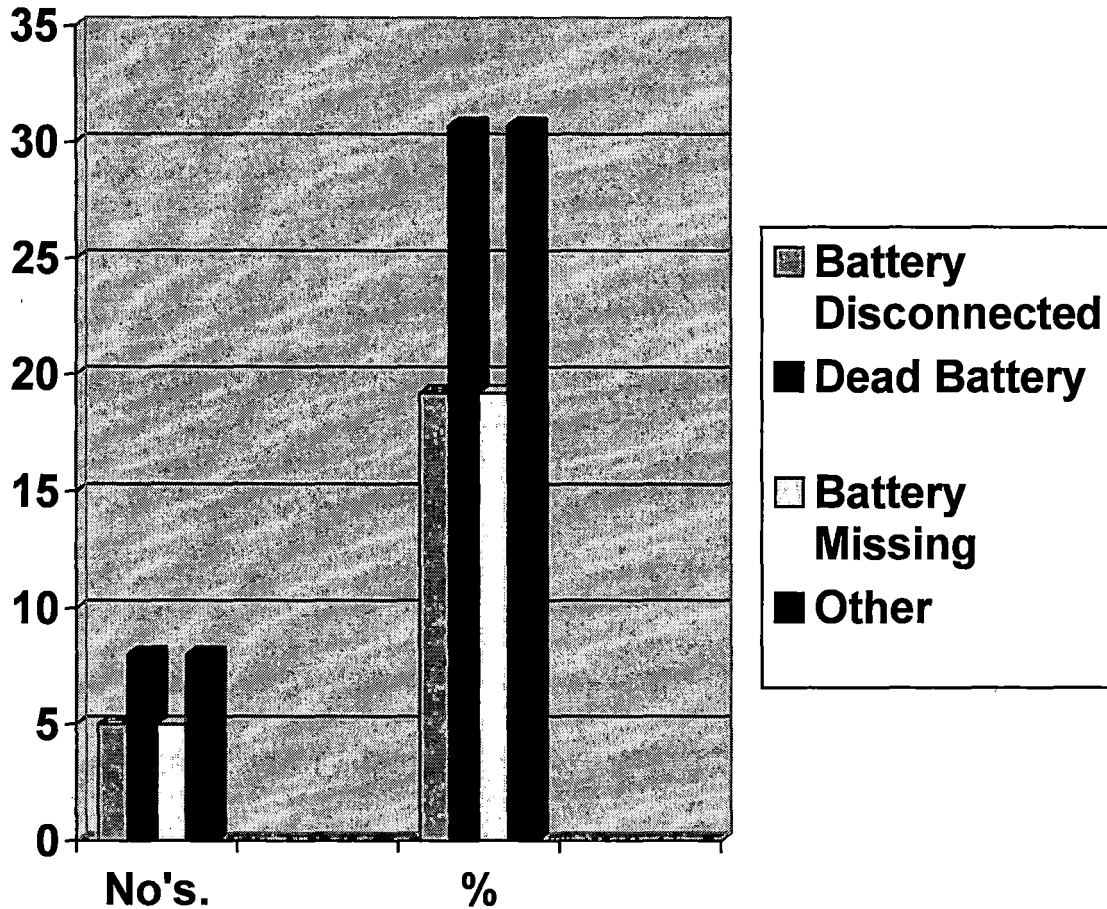
8. How many alarms did not work?
 zero _____ one _____ two _____ three or more _____



Unfortunately not all of the smoke alarms functioned as designed. In fact 29 smoke alarms or 9.2% of those tested failed to function as designed. In most cases it was a single smoke alarm that failed but in some cases two or more failed in a single residence. The failures allowed for the fire fighters to replace the battery or the smoke alarm and battery.

9. If smoke alarms did not work, indicate the number of alarms with the following problem(s)?

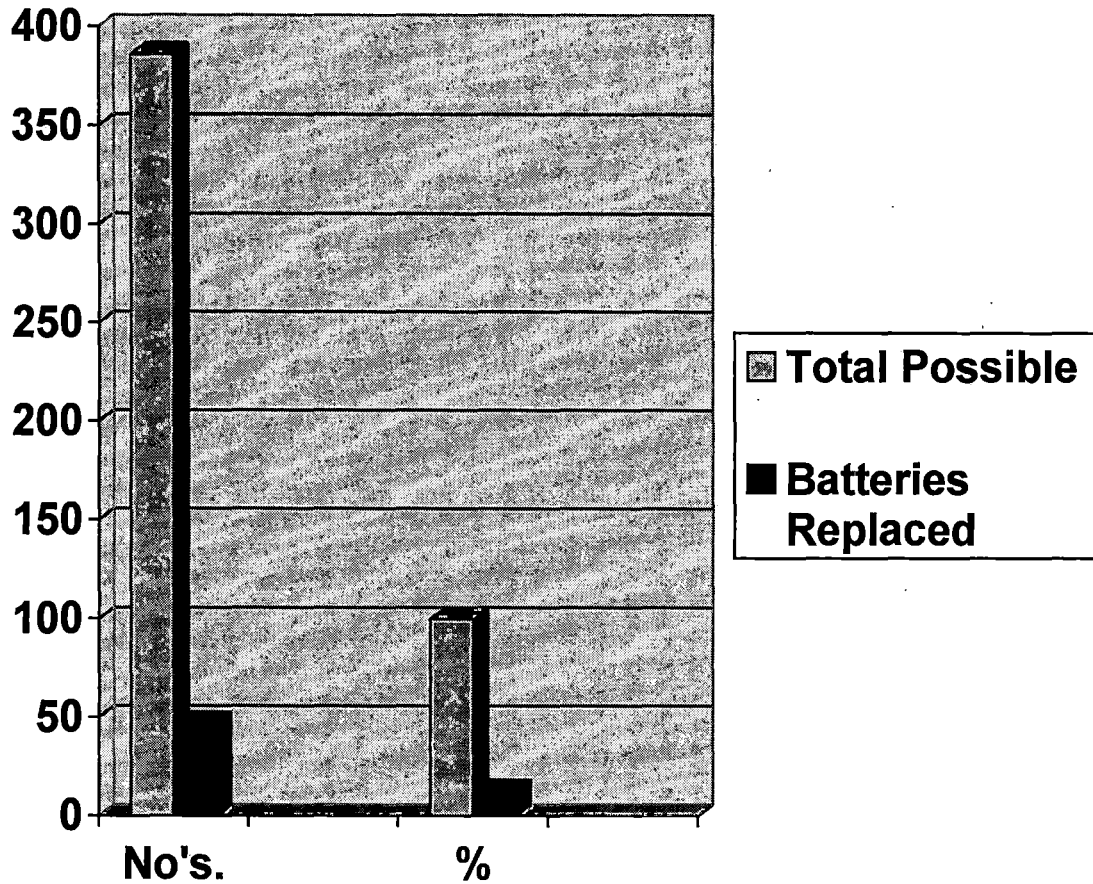
Battery disconnected _____	Hardwire-disconnected _____
Battery dead _____	Hardwire-power off _____
Battery missing _____	Other _____



The fire fighters found 26 smoke alarms that failed when testing during the smoke alarm survey process. Dead batteries were a major cause in 8 or 30.7% of the non-functioning smoke alarms. Missing batteries was the cause in 5 smoke alarms or 19.2% along with another 5 or 19.2% with the battery disconnected; 8 other smoke alarms failed for one reason or another, possibly because of the age of the detector.

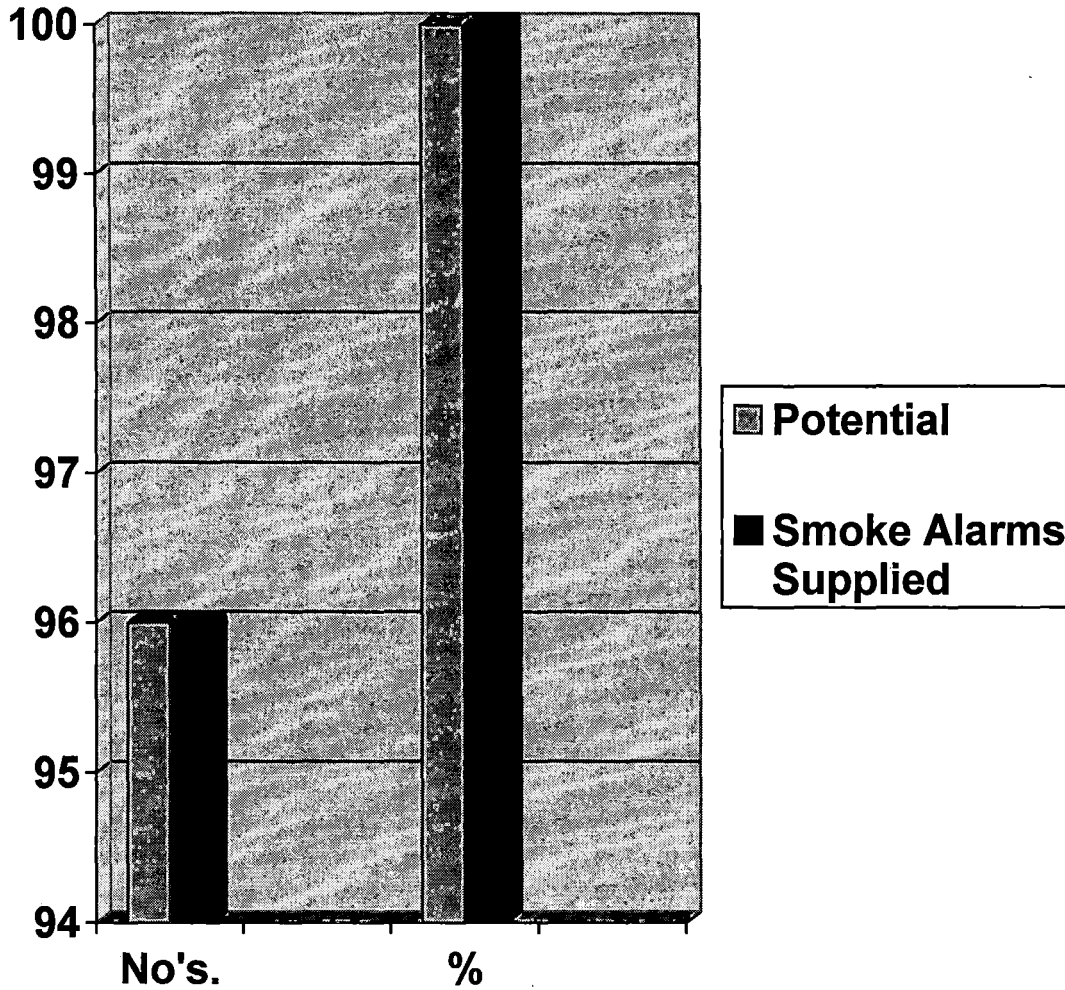
10. How many batteries were replaced?

zero _____ one _____ two _____ three or more _____



Members of the Whitewater Region fire department indicated that they replaced a total of 47 batteries or 12.2% in existing smoke alarms. Hopefully this will reduce the chance of loss of life should a fire occur in one of these residences.

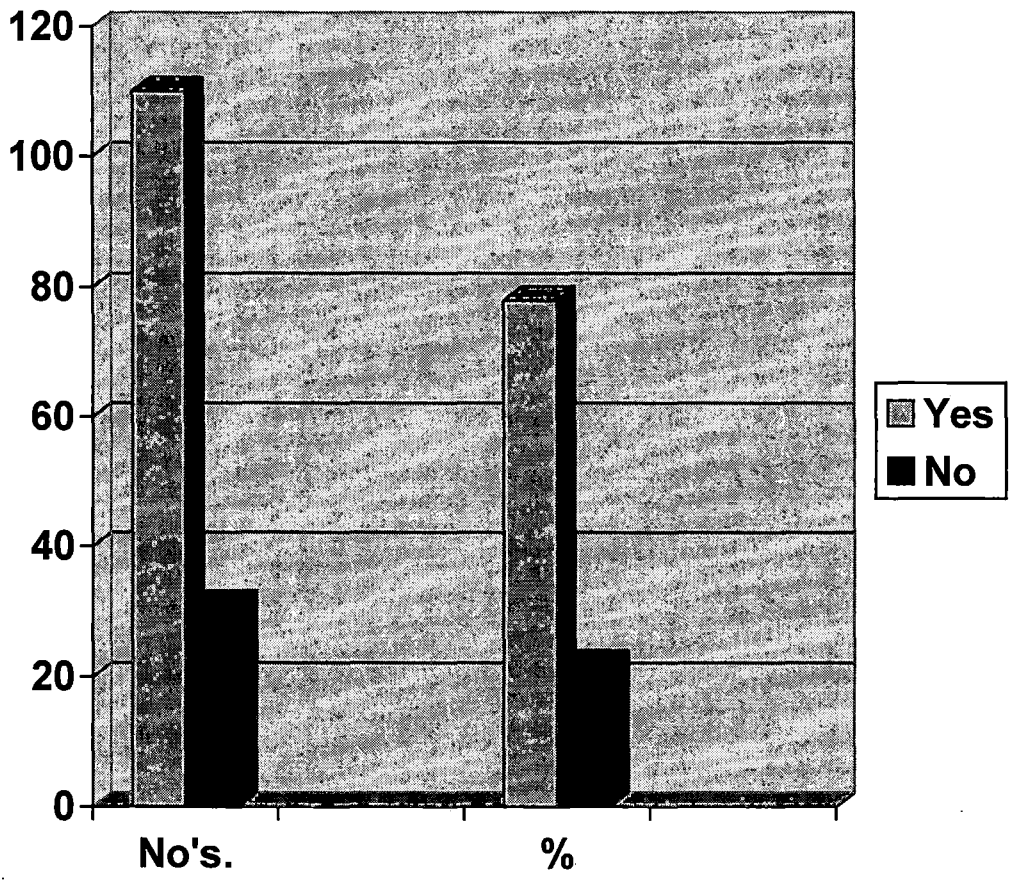
11. How many smoke alarms did you install?
 zero _____ one _____ two _____ three or more _____



The members of the fire department installed a total 96 new smoke alarms in homes in Whitewater Region.

This again shows the dedication of the members of the Whitewater Region Fire Department that carried out the smoke alarm survey program. This dedication will reduce the potential for a fire death in the Township.

12. Did you leave fire education handouts? Please specify.
 Yes _____ No _____

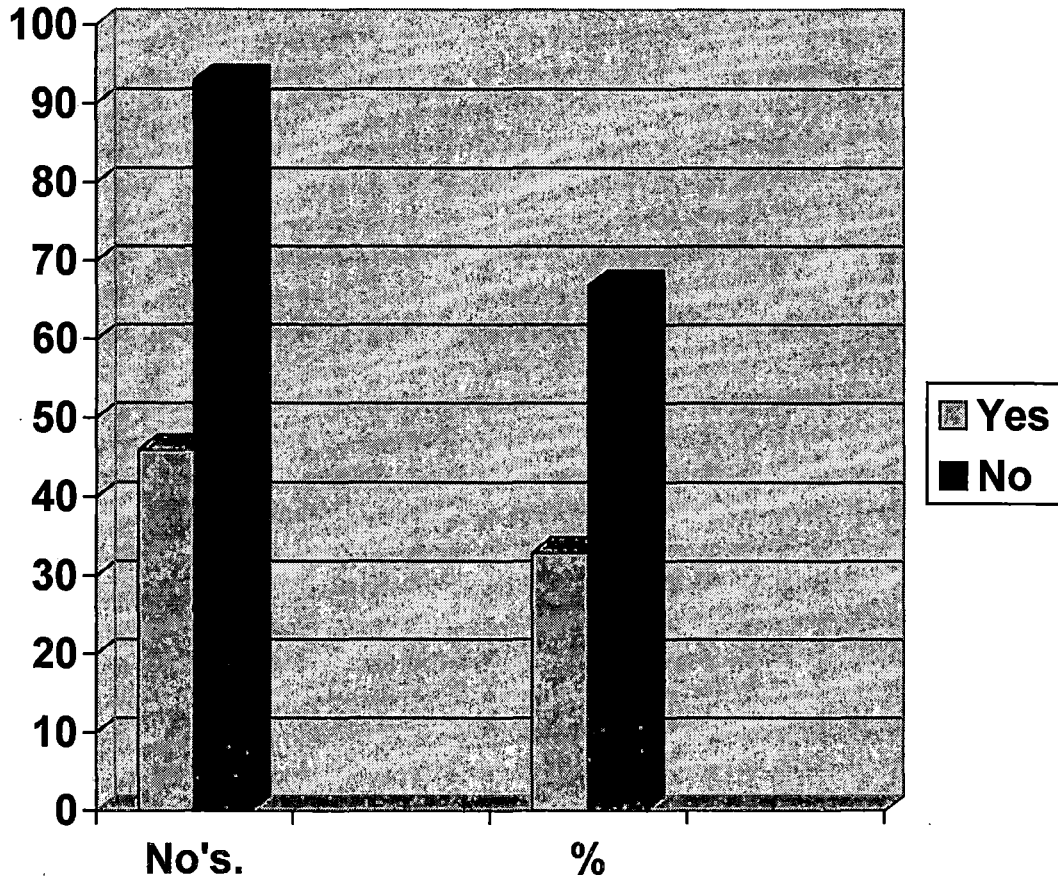


The department took the opportunity to provide a number of fire safety brochures to the residents. The brochures were packaged in an envelope for the residents. In fact 110 or 78% of the residents in the home accepted the fire safety information with thanks.

It is unfortunate that 31 or 21.9% of the homes failed to receive this valuable information on fire safety.

13. Did you give any additional instructions? Please specify.

Yes ____ No ____

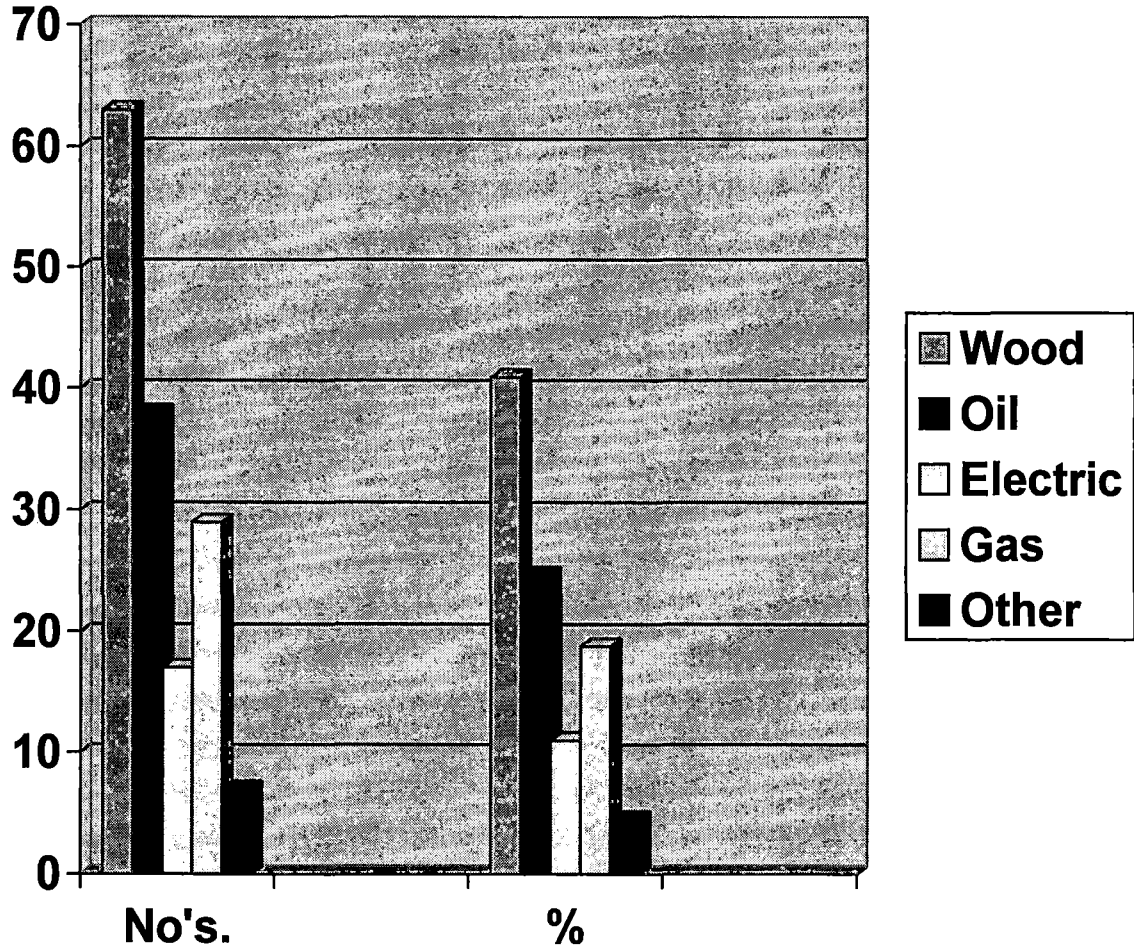


A number of fire fighters indicated that they gave oral instructions to owners/occupants on a number of issues such as smoke alarm maintenance, home escape planning, etc. Unfortunately not all took this exclusive opportunity to provide or confirm some form of fire safety tips or they just failed to indicate that they did so on the form provided.

In all only 46 or 33.1% of the residents surveyed were provided with additional information on fire safety and 93 or 66.9% did not receive additional information.

14. Type of heat is in the home?

Wood _____ wood/oil _____ electric _____ gas _____ other _____

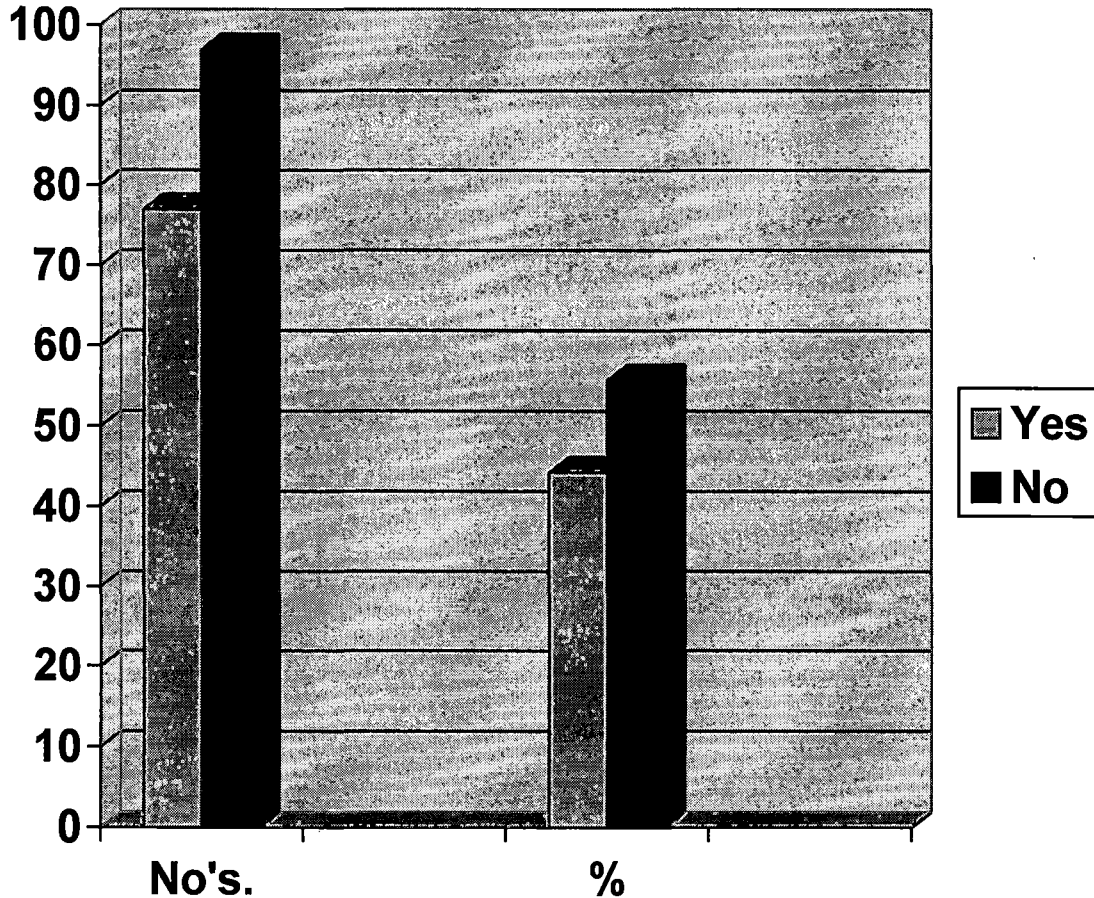


Of the homes surveyed 63 or 40.9% burn wood as a primary or secondary means of heat. Oil is the second highest heat source with 38 or 24.7% of those residences surveyed. Those residences that utilize electrical heat amounted to 17 or 11% with gas amounting to 29 or 18.8% of the remaining residences. A number of outdoor furnaces are utilized in the township and amount to 7 or 4.5%.

Wood heat requires a regular cleaning program by the owner or occupant of the home for the flu pipes and the chimney.

15. Do you have a carbon monoxide detector?

Yes _____ No _____

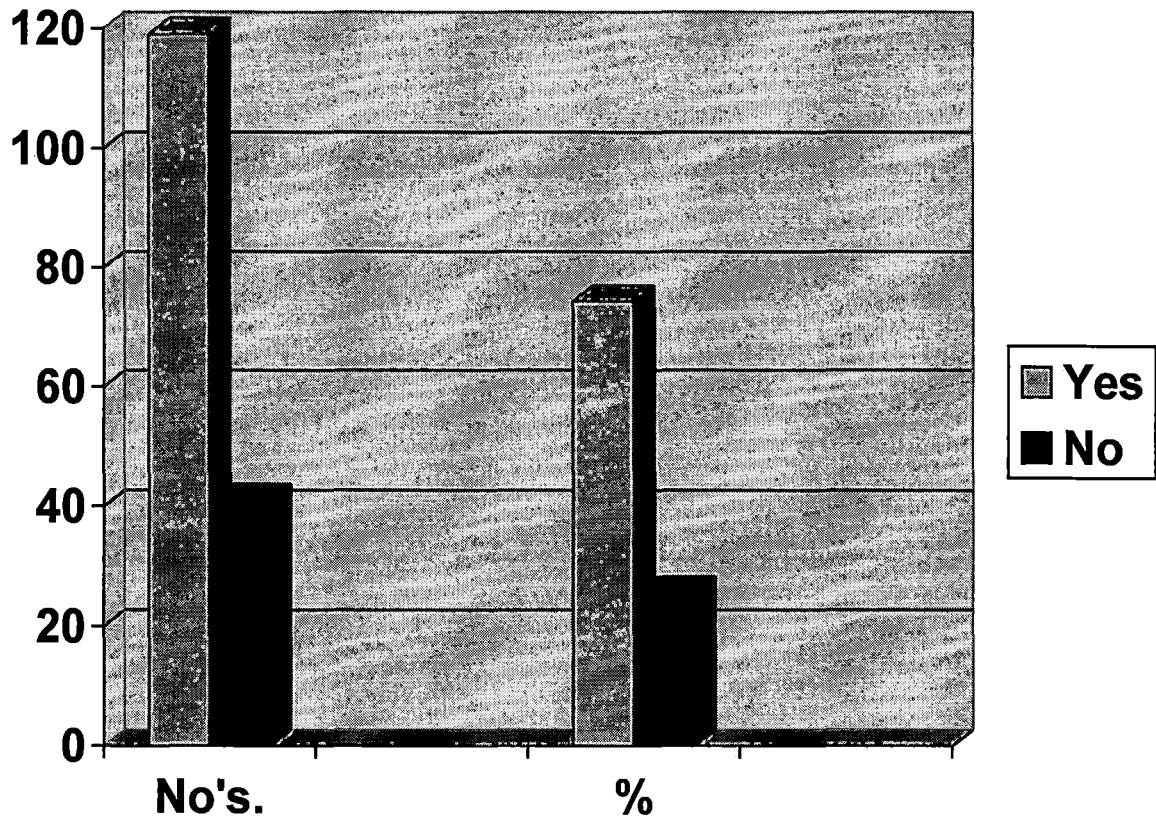


Most heating fuels produce carbon monoxide and a number of deaths each year are reported as a result of carbon monoxide poisoning. The Province has promoted the use of carbon monoxide detectors and now requires a new home to be so equipped through the enforcement of the Ontario Building Code.

Carbon monoxide is known as the silent killer.

The homes surveyed in Whitewater Region indicated that 77 or 44.3% have a carbon monoxide detector and unfortunately 97 or 55.7% do not have a carbon monoxide detector.

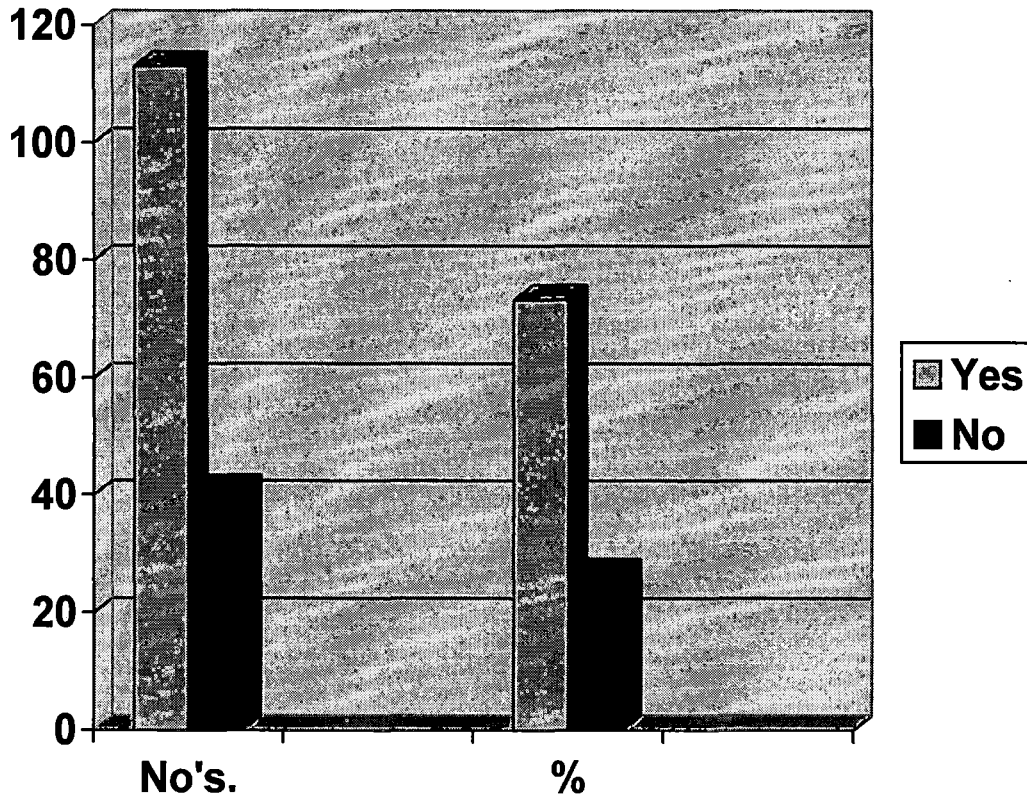
16. Are there any fire extinguishers in the house?
Yes _____ No _____



The majority of homes surveyed have at least one portable fire extinguisher, in fact 119 or 74.3%. In some cases it was noted that a residence had more than one extinguisher. Unfortunately 41 or 25.6% of the homes did not have a portable extinguisher.

In the case of a fire occurring, a portable fire extinguisher is the first line of defence. However, the extinguisher must be properly maintained and the operator must be trained in its use.

17. Do you have and practice a home escape plan?
Yes _____ No _____



In addition to early detection and warning of a fire in a home, a home escape plan is essential. The plan sets the ground work for everyone to escape from the home. The plan must be practiced in order to allow for a family to escape to a common meeting place during an emergency.

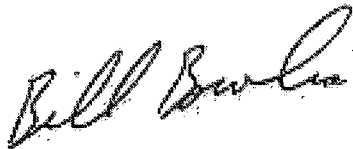
The survey indicated that 113 families or 73.4% have and practice a home escape plan. Unfortunately 41 or 26.6% of the families in Whitewater Region are not prepared for a fire emergency in their home.

Recent tragedies indicate the need for working smoke alarms and home escape planning.

In conclusion the data from the surveys indicate the need for:

1. ***The Whitewater Region fire department needs to continue with its smoke alarm program to ensure that every home is equipped with working smoke alarms on every level of the home in conjunction with home escape planning.***
2. ***Be actively involved in promoting carbon monoxide detectors in every home.***
3. ***Develop a program to ensure that portable extinguishers are properly tested and maintained in the community.***

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Bill Bowles". The signature is written in a cursive, flowing style.

W.A. (Bill) Bowles
Consultant

IMPLEMENTATION STRATEGY

	ISSUES IDENTIFIED	EXPECTED RESULTS	ACTION TO BE TAKEN	PERSON ASSIGNED	DATE ASSIGNED	DATE TO BE COMPLETED	COSTS TO IMPLEMENT	COMMENTS / OPTIONS / NOTES
	We anticipate future financial support for this department with respect to the recommendations made in this master fire plan	Optimized financial resources to meet the anticipated future growth of the municipality	Utilize sound financial principals	Finance & Admin Committee	2007	2017	To be determined	
1.	A number of by-laws need to be revised to reflect the current operation of the fire department.	Modern and up-to-date by-laws reflecting current legislation	Obtain sample resources from OFM	Fire Chief	2007	2007	Staff Time	
2.	Pass a by-law to authorize the agreement with MNR	Meet current legislation	Create a by-law authorizing the agreement	CAO	2007	2007	Staff Time	
3.	Need to purchase copies of relevant Ontario Fire Service Standards	Improve knowledge of personnel	Purchase copies as budget permits	Fire Chief	2007	2009	1000.00	
4.	Need to formalize the hiring process	Consistent hiring practice	Create hiring policy	Senior Officers	2008	2008	Staff Time	

5.	Need to formalize a promotional policy	Consistent promotional process	Create promotional policy	Senior Officers	2008	2008	Staff Time	
6.	Need for a formal performance evaluation policy	Knowing one's performance level and the opportunity to improve	Develop performance evaluation process with appropriate records	Fire Chief	2009	2009	Staff Time	
7.	Need for an efficient and effective electronic record keeping system.	Modern accurate reporting capability	Obtain additional computers and software programs	Deputy Chief	2007	2009	10,000.00	
8.	Maintain a detailed and up-to-date inventory of all equipment.	Accurate inventory control methods	Up-date current inventory list	Station Captain	2007	2007	Staff Time	
9.	Establish a vehicle replacement program.	Optimization of the fleet	Create a realistic plan with appropriate time lines	Senior Officers	2007	2008	Staff Time	
10.	Maintain at least two (2) large (3000 – 4,000 gallons) dedicated tankers in the fleet.	Adequate water supply for rural response.	Build into apparatus replacement program	Senior Officers	2007	2008	Staff Time	

11.	Purchase pumpers with a built in Class "A" foam system.	Reduce property loss and amount of water for initial attack	Design system when purchasing pumper or pumper/tanker	Chief	2008	Continuous	To be determined	
12.	Response data not being kept in a consistent and accurate format	More accurate data and reporting	Re-enforce documentation practices	Station Captains	2007	2007	Staff Time	
13.	Records indicate dual or even triple station responses are at times required.	Ensuring adequate staffing levels for safety and fire fighter effectiveness	Revise response operational guideline	Senior Officers	2007	2007	Staff Time	
14.	Station # 4 (Beachburg) requires an adequate classroom complete with tables and chairs for the fire fighters.	Adequate training facility	Seek out infrastructure grants	CAO	2007	2010	To be determined	
15.	Energy conservation is an issue for station # 3 (Foresters Falls) to consider especially the overhead doors and windows.	Cost effective and energy efficient	Seek out infrastructure grants	CAO	2007	2008	To be determined	

16.	Station # 2 (Cobden) needs to be replaced with a modern fire station capable of housing all the emergency response equipment under one roof and with sufficient on site parking for the Cobden volunteer fire fighters	Efficient and effective operation	Develop design and specification proposal Seek assistance from OFM	Fire Chief	2009	2012	To be determined	
17.	The need for proper utility vehicles.	Reduce municipal liability	Seek out corporate sponsors	Fire Chief	2007	2007	To be determined	
18.	The need for proper identification of all personnel.	Professionalism	Pursue appropriate design and policy	Deputy Chief	2007	2007	To be determined	
19.	Additional training for incident commanders.	Professionalism	Pursue appropriate design and policy	Deputy Chief	2007	2007	To be determined	
20.	The need for written preplans of health care facilities, schools and industries	Better prepare department for responses & reduce liability	Develop preplans & provide appropriate training to fire fighters. Revise & update	Station Captains	2008	Ongoing	Staff Time	
21.	All hydrants need to be flow tested and colour coded according to N.F.P.A. 291 "Fire Flow Testing and Marking of Hydrants"	Meet the requirements of Provincial Legislation	Reduce liability & better serve the community during a fire emergency	Water department	2007	2009	Staff time & paint	

22.	A process to review the department OG's and revises as necessary.	Meet the requirements of Provincial Legislation	Reduce liability & better serve the community during a fire emergency	Water department	2007	2009	Staff time & paint	
23.	Provide appropriate computers with internet capability	Modernization	Secure appropriate resources	Fire Chief	2008	2010	To be determined	
24.	Need for a published and co-ordinated training program.	Co-ordinated training program	Develop training operational guideline	Senior Officer	2007	2008		
25.	Need for computer training.	Improved internal communication	Develop training plan	Deputy Chief	2010	2011	Staff Time	
26.	The Whitewater Region fire department needs to continue with its smoke alarm program to ensure that every home is equipped with working smoke alarms on every level of the home in conjunction with home escape planning.	Continue to meet the requirements of Provincial Legislation	Complete smoke alarm survey of all residences	Station Captains	2007	Ongoing	Staff time	
27.	Be actively involved in promoting carbon monoxide detectors in every home.	Public safety	Part of the smoke alarm survey initiative	Station Captains	2007	Ongoing		

28.	Develop a program to ensure that portable extinguishers are properly tested and maintained in the community.	Public Safety	Portable extinguisher lectures & demonstrations	Station Captains	2008	Ongoing		
-----	--	---------------	---	------------------	------	---------	--	--

4