

Ministry of
Community Safety and
Correctional Services

Ministère de la
Sécurité communautaire et
des Services correctionnels



Office of the
Fire Marshal

Bureau du
commissaire des incendies

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File Reference/Référence: SW 3218

RECEIVED

JUL 12 2010

TOWN OF INGERSOLL
CLERK/TREASURER

July 6, 2010

Town of Ingersoll
130 Oxford Street
Ingersoll, ON N5C 2V5

Dear Clerk,

Subject: Annual Compliance with the Fire Protection and Prevention Act - 1997

Previously, your municipality has received a Certificate of Compliance from the Office of the Fire Marshal. The Certificate indicates that at the time of issuance your municipality achieved compliance with the minimum requirements of 2(1)(a) of the Fire Protection and Prevention Act (FPPA).

Once in compliance, a municipality must remain in compliance. The role of the OFM is to provide advice and assistance to municipalities to maintain their compliance status. The process to document your current status is accomplished through the Annual Compliance Report. The report is not intended to be another Municipal Fire Protection Survey, but rather a reaffirmation that the original information is current and accurate. The self-assessment form covers the four key requirements for compliance with clause 2.(1)(a) of the FPPA: a simplified risk assessment; a smoke alarm program, including home escape planning; distribution of public fire safety education information; and, conduct of fire safety inspections upon request and complaint.

Completing the Annual Compliance Report entails:

- Reviewing the simplified risk assessment
- Filling out a form entitled Compliance Self Assessment Form
- Signing the declaration of compliance
- Returning the report on or before the compliance date

I am enclosing for your attention copies of the Compliance Self-Assessment Form that include instructions. Once completed by the fire chief(s) that are appointed by by-law for your municipality, the form should be returned to the address above to the attention of your local OFM adviser **Rick FINNEMORE**. Your adviser is available to answer any questions you might have regarding the forms, or the process for continued compliance, and can be reached at **(519) 753-1093**. Electronic copies of the Annual Compliance Report can be made available (CD or email) upon request.

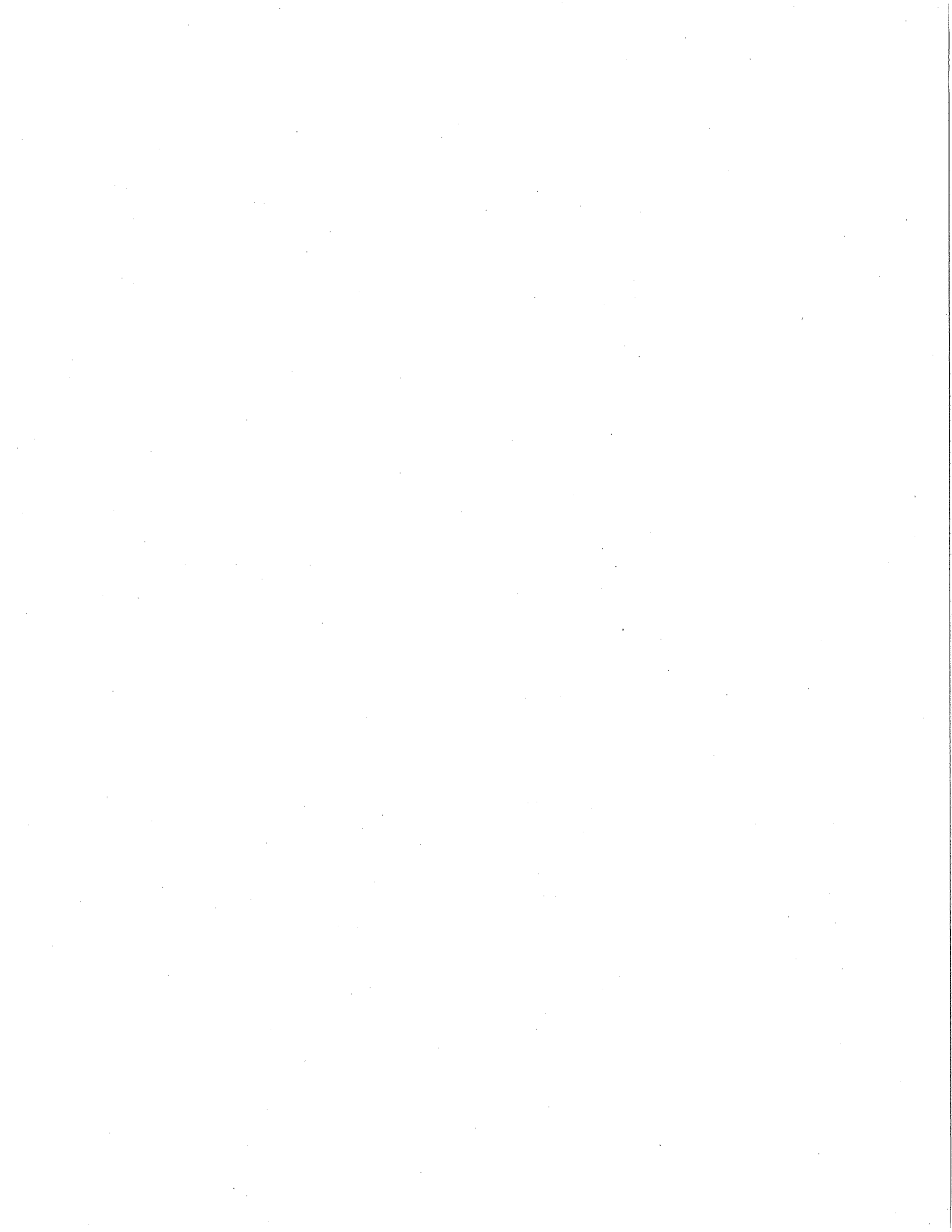
The OFM looks forward to continuing to work closely with Ontario Municipalities to maintain their compliance with the FPPA and to help you make your communities fire safe.

Sincerely,

Ted Wieclawek
Assistant Deputy Fire Marshal
Fire Protection Services
Office of the Fire Marshal

cc. Fire Chief

C Aug N&F 110





Annual Compliance Report
< Name of Municipality >
< Name of Fire Department(s) >

Ministry of Community Safety and Correctional Services
Office of the Fire Marshal

Preface

The Municipal Fire Protection Information Survey submitted to the Office of the Fire Marshal (OFM) dated {Date of Survey} enabled the Fire Marshal to issue {Name of Municipality} a Certificate of Compliance on {Date of Certificate} in regard to the public fire safety education and fire prevention requirements of clause 2(1)(a) of the *Fire Protection and Prevention Act, 1997*.

Part of the requirement to maintain your municipality's compliance status is to keep the OFM informed of any significant changes to activities, directions or programs. This is accomplished by the submission of the Annual Compliance Self-Assessment Form. The form allows the OFM to verify ongoing compliance.

The form is also used to provide information if the municipality has reason to believe that it is not in compliance. The form has a section to describe briefly the reason for non-compliance, the actions that need to be taken to achieve compliance and the impact taking these actions will have on the municipality.

The annual compliance report is used by the OFM to monitor your municipality's status with respect to continuing to meet the minimum requirements. All activity should be reported for each of these requirements. Appropriate documentation must be available, to the OFM to demonstrate that your efforts to maintain compliance are ongoing. Such documentation may include tracking reports, documents relating to smoke alarm programs and activities, public education and inspection activities, and a Simplified Risk Assessment that is reviewed annually. The Annual Compliance Report will consist of:

- **An annual review of the Simplified Risk Assessment of the community**
 - To identify any significant changes in factors that have an impact on fire risk
 - To evaluate existing programs
 - To list additional, revised or discontinued programs

- **The continuation of a smoke alarm program with home fire escape planning**
 - Tracking form stating the number of smoke alarms distributed
 - Tracking form listing the number of smoke alarm inspections, violations and resulting fines or convictions
 - Results of smoke alarm surveys
 - List of specific activities and samples of smoke alarm education materials distributed
 - Program evaluation documents

- **Distribution of fire safety education materials**
 - Tracking form showing the quantity and type of material distributed
 - Tracking form listing public education initiatives and events.
 - Samples of public education materials distributed
 - Public education program evaluation documents

- **Ontario Fire Code inspections upon complaint or request**
 - Tracking form listing inspections conducted upon complaint or request, and resulting actions
 - Tracking form listing routine inspections and resulting actions

The Annual Compliance Report is due on the anniversary date of your most recent award of compliance. Please complete the attached form, sign the declaration and return them to your local OFM fire protection adviser.

Should you have any questions regarding the report, please contact your local OFM fire protection adviser.

DECLARATION OF COMPLIANCE

We, the undersigned declare that the information provided is true and accurate. Further, we declare that the municipality of { name of municipality } has completed all the necessary requirements for continued compliance with the public fire safety education and fire prevention requirements stated in clause 2(1)(a) of the Fire Protection and Prevention Act, 1997.

Name
Fire Chief
{Name of Fire Department}

Date

“A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services”, subsection 6(3) of the Fire Protection and Prevention Act, 1997.

Name
Head of Council
{Name of Municipality}

Date

Compliance Self Assessment Form

Municipal Information

Name of Municipality

Address of Municipality

Telephone Number of Municipality

Municipal Website

Reeve or Mayor

CAO or Clerk

Fire Chief

**MFPIS Contact if other than
Fire Chief**

Date of Award of Compliance

Annual Compliance Report Due Date

OFM Fire Protection Adviser

Compliance Self Assessment Form

Form must be completed, declaration must be signed, and both must be returned to your local OFM fire protection adviser

Simplified Risk Assessment

<p>1. Date the Simplified Risk Assessment was reviewed, and person who conducted the review</p>	<p>Date: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Conducted By:</p>
<p>2. List any major changes</p>	<p>Major Changes: (such as change in council direction, policy, staffing or demographics)</p>

Smoke Alarm Program with Home Escape Planning

<p>1. Review conducted of implemented smoke alarm and home escape planning programs</p> <p>2. Have there been any changes / additions to your smoke alarm program since you received your Certificate of Compliance?</p> <p>3. Does your department charge for smoke alarm violations?</p> <p>4. Does your department have an operational guideline to deal with cases of non-compliance of Ontario Fire Code smoke alarm requirements in dwellings?</p>	<p>Date: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Reason for Changes: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Conducted By:</p>
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Distribution of Fire Safety Education Materials

1. Review conducted of implemented program for the distribution of fire safety education materials.
2. Are you targeting the high risk groups identified in your Simplified Risk Assessment?
3. Have there been any changes or additions to your public education program since you received your Certificate of Compliance?

Yes No

Conducted By:

Changes:

Yes No

Yes No

Conducted By:

Changes:

Inspections upon Request or Complaint

1. Do you still provide inspections upon request or complaint?
2. Number of request inspections
3. Number of complaint inspections

Yes No

Conducted By:

of Request Inspections in 2009: # completed:

of Complaint Inspections in 2009: # completed:

Non-Compliance with clause 2(1)(a) of the Fire Protection and Prevention Act, 1997

Describe any reasons for non-compliance with clause 2(1)(a) of the Act.
 Describe actions required to achieve compliance with clause 2(1)(a) of the Act.
 Describe the impact of these actions on the community.

Rationale:



Factors That Have an Impact on the Delivery of Minimum Mandated Requirements

Describe any changes having an impact on the delivery of services by the fire department. Such changes may include any of the following:

Changes in direction from municipal council:

Changes in fire department policy/direction:

Changes in fire department staffing levels:

Changes in bylaws or policy direction:

Growth or decline in population, housing or industry:

Change in financial status, e.g., budget, overall revenues, tax base, etc

Other significant changes:

Programs or Activities Exceeding Minimum Requirements

List any programs or activities conducted by the municipality or fire department that demonstrate its commitment to provide services beyond the minimum acceptable model. This is also an opportunity to share with others what you consider to be a best practice or an innovative program or activity.

