



## MUNICIPALITY OF **West Elgin**

### Staff Report

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**Report To:** Council Meeting  
**From:** Jeff McArthur, Fire Chief  
**Date:** 2021-07-22  
**Report:** 2021-17  
**Subject:** Fire Inspector

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#### **Recommendation:**

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That West Elgin Council hereby approve using Bill Todd's fire inspection and investigation services and that Council approves staff to draft an agreement for these services.

#### **Purpose:**

To inform Council of the need to have fire inspector services available and to provide some initial information for consideration on the need for routine fire inspections.

#### **Background:**

Within the Province of Ontario, the delivery of fire protection services is guided by the *Fire Protection and Prevention Act (FPPA)*, which includes of the three lines of defense:

Line one: Public fire safety education

Line two: Fire safety standards and code enforcement

Line three: Emergency response.

We understand that if we enhance our first two lines of defense, there will be less reliance on the third line of defense. The recently created Fire Prevention Officer (FPO) position was designed to enhance public fire safety education. To enhance fire safety standards and code enforcement within the Municipality the need to have a Fire Inspector available has been identified. A Fire Inspector would perform inspections and follow-up inspections as needed, provide investigation services when necessary, and review fire safety plans in conjunction with the FPO. Inspections would be performed with the goal of achieving compliance through education. Bill Todd recently retired as Chief Fire Prevention Officer (CFPO) from the City of St. Thomas after over 33 years in the Elgin County Fire Service. CFPO Todd is fully qualified, well known in the County, and is currently conducting inspections for other municipalities in Elgin County. Staff recommends creating an agreement with CFPO Todd to be able to utilize his services on an as needed basis.

Currently, the Establishing and Regulating Bylaw specifies inspections are to be carried out based on complaints and requests only. To ensure that the fire safety standards in West Elgin are maintained, staff recommends Council consider implementing a Fire Prevention Policy that includes an approved inspection schedule. An inspection schedule would focus on ensuring that certain buildings, with a focus on assembly occupancies (i.e. schools) first and secondly commercial/industrial, in the Municipality are inspected on a regular basis. Again, it is important to

note that the goal of an inspection schedule would be to achieve fire code compliance and fire safety through providing education and assistance foremost, with orders and fines to be used only when deemed necessary. Further information can be provided in a subsequent report.

**Financial Implications:**

Detailed costs for inspector services will be available when the agreement is drafted, however the Fees By-law permits inspection costs to be billed out at \$125 per inspection, which would be anticipated to cover routine inspection costs.

**Policies/Legislation:**

West Elgin Bylaw 2016-08 – To Establish and Regulate the West Elgin Fire Department. Schedule “A”.

**Report Approval Details**

Document Title:	Fire Inspector - 2021-17-Fire.docx
Attachments:	
Final Approval Date:	Jul 20, 2021

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott