



Municipality of Wawa

MONTHLY REPORT – JANUARY 2024

Department of Protective Services

Prepared By: Kevin Sabourin	Report No: KS 2024-02
Agenda Date: February 20, 2024	File No: C11

Purpose

The purpose of this report is to provide Council with a summary of the monthly activities for the Protective Services Department for the month of January 2024.

General Monthly Department Activity

Prepared and submit monthly reports to Stats Canada and MPAC.
 Prepared and submit Fire Incident Reports to Ontario Fire Marshal office.
 Developed a Draft Action Plan schedule for 2024 to implement Fire Review Recommendations (see attached).

Meetings attended:

- OBOA – Northern Lights Chapter Meeting
- Wawa Situation Table Meeting
- Participated in building official training workshop “Unsafe and Emergency Orders”.

Building Department

Permit Types	Number Issued	Project Value	Fee Received	Total to Date
Building	4	\$ 50,000.00	\$ 725.00	4
Plumbing			\$	0
Driveway			\$	0
Signs			\$	0
Water Connection			\$	0
Outdoor Patio			\$	0
Compliance Letter			\$	0
Open Air Burn			\$	0

By-Law:	2 inquiry
Zoning:	3 inquiry
Property Standards:	1 follow-up

Fire Department

Call Type	Call Numbers	Man Hours	Property \$ Loss	Property \$ Saved	Revenue
Fire	2	66	\$ 1000	\$ 30,000	\$ 840
False Alarms	2	42			
CO Alarms					
Miscellaneous	2	69			
Highway	1	42			
Practices	2	38			

- Two practices held. Training of fire personnel on angle rope work.
- Recruitment of new firefighters and began knowledge training and attended first practice.
- Developed draft 2024 Fire Review Action Plan for immediate (2024) implementation, copy attached.

Month Ahead

- Firefighters overseeing a couple of Winter Carnival events (Fireworks & BonFire).
- Begin implementation of “Fire Service Review” recommendations.

Recommendation

That Council acknowledge receipt of Protective Services Department Monthly Report KS 2024-02 dated February 16, 2024.

Respectfully submitted by:

Kevin Sabourin, Assistant Director Protective Services



FIRE DEPARTMENT REVIEW RECOMMENDATIONS



2024 FIRE REVIEW ACTION PLAN STATUS UPDATE - Tuesday, February 20, 2024

RECOMMENDATION	Action Steps	Mandatory	Council Approval	Due Date	Budget Impact	Status
PRIORITY: IMMEDIATE 1. Update Establishing and Regulating By-Law and Review Annually – to include HAZMAT and Rope Rescue responses	<ul style="list-style-type: none"> Clerk to draft by-law Fire Committee to review Fire Chief Report to Council Council By-Law Approved Fire Chief to review annually in November 	Y	Y	March 2024	None	<ul style="list-style-type: none"> In progress Draft prepared by Clerk Council review on March 5, 2024
PRIORITY: IMMEDIATE 2. Review fire service by-laws and update annually	<ul style="list-style-type: none"> Includes agreements with MFN, LP Mill, Algoma District Mutual Aid Agreement & MNRF Clerk and Fire Chief to review every November 	Y	Y	Dec 31	None	<ul style="list-style-type: none"> Updated annually as required Mutual Aid Agreement By-Law under review by Fire Chief (Draft in May)
PRIORITY: IMMEDIATE 3. Form Fire Joint & Health and Safety Committee	<ul style="list-style-type: none"> Select members – two management and two fire fighters Review policies and procedures Set meeting dates Obtain training as required Meet legislative requirements 	Y	N	April 2024	\$2,500 annual	<ul style="list-style-type: none"> Fire Chief requested volunteers for the committee
PRIORITY: IMMEDIATE 4. Install washer and Dryer	<ul style="list-style-type: none"> Installed and electrician contacted to connect 	N	N	April 2024	Minimal	<ul style="list-style-type: none"> Contacted electrician to finalize connection in March
PRIORITY: IMMEDIATE 5. Purchase Bunker Gear Annually	<ul style="list-style-type: none"> Purchasing five sets in 2024 To be included in 2025 budget to purchase four spare sets Review requirement of purchases for the future 	N	Y	Dec 2024	\$30,000 2025	<ul style="list-style-type: none"> Purchasing set in spring of 2024 Future purchases to be included in 2025 budget request by Fire Chief

RECOMMENDATION	Action Steps	Mandatory	Council Approval	Due Date	Budget Impact	Status
<p>PRIORITY: IMMEDIATE</p> <p>6. Develop Standard Operating Procedure for handling contaminated protective equipment</p>	<ul style="list-style-type: none"> • Fire Chief to develop procedure and train fire fighters 	Y	N	Aug 2024	None	<ul style="list-style-type: none"> • Not started
<p>PRIORITY: IMMEDIATE</p> <p>7. Include Mask Fit-Tests for N95 and other masks</p>	<ul style="list-style-type: none"> • Fire Chief to develop written procedure and implement • Firefighters to be fit-tested 	Y	N	June 2024	None	<ul style="list-style-type: none"> • In progress by Fire Chief
<p>PRIORITY: IMMEDIATE</p> <p>8. Develop a Fire Prevention Policy that specifies fire inspection frequency based on risk and occupancy type</p>	<ul style="list-style-type: none"> • Fire Chief to develop with team members and recommend policy to Council • Council By-Law required 	N	Y	Sept 2024	None	<ul style="list-style-type: none"> • Not started by Fire Chief
<p>PRIORITY: IMMEDIATE</p> <p>9. Develop procedure for documenting smoke/CO alarm program results</p>	<ul style="list-style-type: none"> • Fire Chief to develop procedure and train staff using electronic management system • Fire Chief to research and implement records management software program 	Y	N	June 2024	None	<ul style="list-style-type: none"> • In progress – Fire Chief researching software programs
<p>PRIORITY: IMMEDIATE</p> <p>10. Council to Suspend Fire Water Rescue Services</p>	<ul style="list-style-type: none"> • Recommendation to Council February 20th • Fire Chief to review service inc. certification costs and equipment cost and report to Council should service be recommended in future 	Y	Y	Feb 2024	None	<ul style="list-style-type: none"> • Council Resolution April

RECOMMENDATION	• Action Steps	Mandatory	Council Approval	Due Date	Budget Impact	Status
<p>PRIORITY: IMMEDIATE</p> <p>11. Establish Fire Training Committee</p>	<ul style="list-style-type: none"> • Fire Chief to request members to develop terms of reference for Training Committee, develop training program, schedule, lesson plans and budget request annually to Chief for consideration 	N	N	Start Feb 2024 annual	TBD annual	<ul style="list-style-type: none"> • In progress – Fire Chief requested members to participate
<p>PRIORITY: IMMEDIATE</p> <p>12. Clean interior and remove all unnecessary equipment, materials and files from fire station and set-up new training room with updated admin. area</p>	<ul style="list-style-type: none"> • Remove and destroy all unused materials and relocate necessary records to municipal town hall garage storage • Purchase new seating in admin area • Paint and purchase equipment for training room • Grant application sent for new furniture for fire hall (awaiting response) 	N	N	June 2024	None	<ul style="list-style-type: none"> • Fire Chief to assign to members to organize, clean and paint training and admin areas and purchase new furniture pending grant outcome
<p>PRIORITY: IMMEDIATE</p> <p>13. Renovate and update washroom and install new shower</p>	<ul style="list-style-type: none"> • Fire Chief to assign to Deputy Chief to develop plan to update washroom inc. obtain quote and request funding of Council • Council to approve budget request 	Y	Y	August 2024	\$25,000 Est.	<ul style="list-style-type: none"> • Not started
<p>PRIORITY: IMMEDIATE</p> <p>14. Implement Records Management System for Records</p>	<ul style="list-style-type: none"> • Fire Chief to recommend records management software and install • Train fire staff to use system • Work with Admin/Clerk Secretary to digitize 2024 records and employee records 	Y	N	Dec 2024	\$3,000 annually	<ul style="list-style-type: none"> • Fire Chief to recommend software by June 2024 and implement by end of year
<p>PRIORITY: IMMEDIATE</p> <p>15. Prepare succession plan for new Fire Chief</p>	<ul style="list-style-type: none"> • Fire Chief to develop succession plan inc. process to select new Fire Chief and select candidate by end of 2025 to ensure training and transfer of responsibilities in 2026 	Y	Y	Dec 2024	TBD	<ul style="list-style-type: none"> • Not Started