

## **FIRE PREVENTION INSPECTIONS POLICY**

Policy No: FP 01-2014

Approved by Council: September 10, 2014, Resolution: 2014.15.05

### **PURPOSE**

To establish policies and guidelines upon receiving requests for inspection, and/or receiving complaints regarding Fire Safety, and conducting Fire Safety Inspections.\

### **SCOPE**

This guideline is to be followed by Fire Prevention Inspectors of the Dutton Dunwich Fire Department.

### **POLICY**

The Municipality of Dutton Dunwich Bylaw 2014-48, being a Bylaw to Establish a Fire Department, prescribes that:

The Fire Chief shall be responsible for:

- Implementing all approved policies and shall develop such standard operating procedures and guidelines, general orders and departmental rules as necessary to implement the approved policies and to ensure the appropriate care and protection of all fire department personnel and fire department equipment.

The following chart identifies the approved core services for Dutton Dunwich Fire Department:

#### **Fire Prevention and Public Education:**

Inspection practices including:

- complaints inspections - Approved
- conducting routine inspection per fire prevention policy - Approved
- dealing with code compliance issues (mandated) - Approved
- enforcing municipal Bylaws - Approved
- conducting inspections, preparing reports and issuing written responses to requests - Approved
- requested Inspections - Approved

Routine inspections are conducted in accordance with mandated (legislated) inspections under the Fire Protection and Prevention Act, as amended. (e.g. Vulnerable Occupancies).

### **DEFINITIONS**

Fire Inspector – the Fire Marshal, an assistant to the Fire Marshal or a Fire Chief is an inspector for the purposes of Part VI of the Fire Protection and Prevention Act.

Assistants to the Fire Marshal – the following persons are assistants to the Fire Marshal and shall follow the Fire Marshal's directives in carrying out the FPPA,

- the fire chief of every department

- the clerk of every municipality that does not have a fire department
- any member of a fire prevention bureau established by a municipality, and
- every person designated by the Fire Marshal as an assistant to the Fire Marshal.

## PROCEDURE

### **Applicable Charges**

Requested inspections may be subject to service fees. Fire Prevention Inspectors are to ensure that the appropriate fee has been invoiced to the property owner/agent in accordance with the Municipality of Dutton Dunwich Fee Schedule Bylaw.

### **Types of Inspections**

Fire Prevention Inspectors may be required to conduct inspections to determine compliance with the Fire Code based on the following types of inspection:

#### **Complaints**

- Public
- Municipal employees
- Fire department personnel
- By phone, fax or written correspondence

#### **Request**

- Property owner
- Tenant
- Licensing requirements (e.g. long term care facilities) LLCBO Applications

#### **Routine**

- Legislated under the Fire Protection and Prevention Act, as amended
- As approved by Council

### **Actions to be Followed**

All complaints or requests for a fire safety inspection shall be forwarded to the Fire Chief.

All fire safety inspections shall be recorded in the Municipality of Dutton Dunwich's Fire Department Policies and Procedures (Microsoft Excel Software).

All inspections shall be conducted by a qualified Fire Prevention Inspector and designated as a member of the Fire Department and by the Fire Chief.

### **Timelines**

#### **Complaints:**

- Complaints, where life safety may be threatened, such as exit doors locked or chained, fire alarm system not functioning, etc. must be addressed immediately.
- All complaints, where life safety is not threatened, are to be acknowledged within two business days.
- Depending on the nature of the complaint, actions may take place immediately, but no longer than five working days of the date of receiving the complaint.

### Requests:

- Requests for fire safety inspections shall be acknowledged within two business days.
- Request inspections shall be scheduled at a mutually agreed time between the Fire Inspector and person requesting the inspection.
- Request inspections shall be conducted within 14 days of receiving the request, unless the requestor is not available to assist with an inspection within 14 days from the date of request.

### Routine:

- As established by policy.

### **Conducting a Fire Safety Inspection**

- Upon arrival, the Fire Prevention Inspector will contact the owner, manager or person in charge of the building and explain the purpose of the inspection.
- In conformance with the Fire Code, Fire Prevention Inspectors shall carry out visual inspections only, unless there is a legitimate need to carry out physical tests.
- Fire Prevention Inspectors shall review approved Fire Safety Plans and requirements included in the plan, if applicable, of the building/premises, before proceeding with other inspection activities.
- The owner or agent shall accompany the Fire Prevention Inspector at all times during the inspection. If the owner or agent refuses to accompany the Inspector, the Inspector shall record this in his/her inspection notes.
- Fire Prevention Inspectors shall not recommend specific contractors or equipment, or enter into discussion prescribing compliance alternatives.
- Fire Prevention Inspectors shall provide advice on the interpretation of the Fire Code and fire and life hazards arising from the violations noted when such advice is appropriate.
- The Fire Prevention Inspector shall ensure that field notes are taken in an efficient manner.
- On completion of an inspection, the Fire Prevention Inspector shall explain to the owner or agent that they will receive details of the inspection in a timely manner.

### **Enforcement**

- Enforcement actions shall be conducted in accordance with the FPPA and OFM T.G. 2 – 2012.
- The Fire Prevention Inspector shall issue Inspection Orders under the Fire Protection and Prevention Act for all violations for the Ontario Fire Code and/or FPPA.

### **Re-Inspection Procedure**

- Arrange a re-inspection date and time with the property owner or occupant within 5 business days of the compliance date noted on the Inspection Order.

Upon re-inspection the Fire Prevention Inspector shall perform one of the following functions:

- Upon compliance, indicate the same in his/her field notes along with the date of re-inspection.
- Upon partial non-compliance, the Inspector should use discretion and consider re-issuance of the Inspection Order. Consideration should be given to the owners' schedule of compliance and level of progression to correct the violation.
- Upon non-compliance, the Fire Prevention Officer may consider issuing charges under the F.P.P.A. for not complying with the Inspection Order. All charges under the Provincial Offences Act must be approved by the Fire Chief.