



## Staff Memo

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**Report To:** South Huron Council  
**From:** **Dan Best, Chief Administrative Officer/Deputy Clerk**  
**Date:** January 7 2019  
**Report:** CAO 01-2019  
**Subject:** Fire Audit Update

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### Recommendations:

**That** the report of D. Best, Chief Administrative Officer regarding a Fire Audit Update be received.

### Purpose:

Information

### Background and Analysis:

On September 27, 2018, the Municipality of South Huron requested a Three Lines of Defense Audit of South Huron Fire Services to be undertaken. As a principled approach to delivering effective and efficient fire protection services, the OFMEM (Office of the Fire Marshall and Emergency Management) advocates the Three Lines of Defence to prevent and mitigate fire loss, injury and death, and promoting firefighter safety within a community. The Three Lines of Defence are:

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

The Municipality has been advised that the Audit will begin on March 18, 2019 and be completed on July 16, 2019 with a report back to Council with recommendations yet to be determined.

The review itself will include the following elements:

- Initial data gathering
- Site Visits
- Review of the following
  - Task 1 Risk Assessment
  - Task 2 Bylaws and Agreements
  - Task 3 Organizational Structure
  - Task 4 Policies and Operating Guidelines
  - Task 5 Communications and Interaction
  - Task 6 Records Management
  - Task 7 Public Fire Safety Education
  - Task 8 Inspections, Enforcement and Vulnerable Occupancies
  - Task 9 Pre-incident Planning
  - Task 10 Investigations and Response Data
  - Task 11 Training
- Draft final report
- Presentation to Council with Recommendations

It is anticipated that the results and recommendations of the audit will assist in developing future operating and capital budgets, asset management planning and build upon an already existing strong service delivery.

**Financial Impact:**

There are no financial implications as a result of the actions outlined in this report

**Legal Impact:**

There are no legal implications as a result of the actions outlined in this memo.

**Staffing Impact:**

There are no staffing implications as a result of the actions outlined in this memo.

Respectfully submitted,

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**Dan Best, Chief Administrative Officer/Deputy Clerk**