

**Ministry of  
Community Safety and  
Correctional Services**

Office of the  
Fire Marshal and  
Emergency Management

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**Ministère de la  
Sécurité communautaire et  
des Services correctionnels**

Bureau du  
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File Reference/Référence: 687-17-4005

January 11, 2019

Mayor George Finch and Members of Council  
Municipality of South Huron  
322 Main Street S., P.O Box 759,  
Exeter, ON N0M 1S6

**Re: Notification of the OFMEM Review of Fire Protection Services in the  
Municipality of South Huron**

Dear Mayor and Members of Council:

The Office of the Fire Marshal and Emergency Management (OFMEM) will undertake a review of fire protection services. This review will be conducted under the authority of Section 9.(1) of the *Fire Protection and Prevention Act, 1997 (FPPA)*.

The scope of the review will address:

- fire risk assessment
- by-laws and agreements
- policies and operating guidelines
- organizational structure
- fire inspection practices and protocols
- public education programs including smoke and carbon monoxide alarms along with home escape planning
- fire investigations
- pre-incident planning
- communications and interaction between municipal services and the fire service
- records management, and
- fire service training.

During the review, regulatory issues under the authority of legislation other than the *FPPA* may be identified. If necessary, the OFMEM will notify both the municipality and the applicable ministry or authority of the identified issue.

At the start of the review, OFMEM staff will ask for information through the chief administrative officer and fire chief. This information is required prior to the review team's site visit.

A site visit is a critical component of the data collection process, and has been

scheduled for the week of February 11, 2019. A second site visit may also be required. While on site, team members will interview senior fire officers and other municipal staff. Other data collection activities will also take place. If there is a need to collect additional information, the team lead will make the requests.

The OFMEM will provide a report to council with recommendations in approximately sixteen (16) weeks. Recommendations will assist the municipality in improving the efficiency and effectiveness of services, and in meeting legislative responsibilities. Ongoing municipal cooperation is appreciated so that the report may be completed in a timely manner.

Once the review is complete, and the report is presented to council, the OFMEM will post the report on our public website.

The OFMEM will be available throughout the review to respond to any questions or address any concerns. Nelly Green will be leading the review and can be reached by email at [nelly.green@ontario.ca](mailto:nelly.green@ontario.ca) or by telephone at (519) 359-2450. Alternatively, I can be reached by email at [Art.Booth@ontario.ca](mailto:Art.Booth@ontario.ca) or by telephone at (705) 564-4472.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Art Booth', with a stylized, cursive script.

Art Booth  
A/Assistant Deputy Fire Marshal  
Field and Advisory Services

- c. Dan Best, CAO  
Jeremy Becker, Fire Chief  
Ross Nichols, Fire Marshal  
Douglas Browne, Deputy Fire Marshal  
Al Suleman, Director, Prevention and Risk Management  
Municipal File