

Section 2 – Planning and Stakeholder Surveys

Recommendation #	Recommendation	Suggested Timeline	Current Status & Next Steps
1	<p>a) The E&R By-law document should include a table to identify the dates for review, along with noting whether updates were made.</p> <p>b) It is also recommended that the Fire Chief either have a response expectation included in the updated By-law, or that at the very least the Fire Chief report to Council on the annual CBFD response comparisons to demonstrate that the Department is either improving or may require additional resources to meet response expectations.</p>	<p>(a) Immediate (0-1 Year)</p> <p>(b) Immediate</p>	<p>(a) Complete. RPT-0197-23 September 2023. By-law 190-06 updated. Review on an annual basis go-forward.</p> <p>(b) Under review. Fire Chief to investigate opportunities in software.</p>
2	<p>It is recommended that the Fire Chief and senior staff continue an annual internal survey similar to the HRIR Satellite survey in February 2020 to obtain feedback from firefighters and staff. This information can be useful in identifying and addressing the staff concerns.</p>	<p>Annually</p>	<p>Budget 2025 to include volunteer fire engagement survey and roll out in 2025.</p>
3	<p>a) The Fire Chief should plan to update the Fire Underwriters Survey – Tanker Shuttle Accreditation prior to the expiry date in 2024.</p> <p>b) The County should also maintain and expand the water source infrastructure that may be</p>	<p>Every 5 years</p>	<p>(a) Superior Tanker Shuttle Service Accreditation received from Fire Underwriters Survey August 2024 and expires in September 2029.</p>

	needed to improve the access to water supplies such as dry hydrants and cisterns.		(b) Ongoing. Working on water source mapping with GIS.
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Section 3 – Risk Assessment

Recommendation #	Recommendation	Suggested Timeline	Current Status & Next Steps
4	The CBFD should actively promote/support the installation of residential sprinkler systems.	Short-term (1-3 years)	Under review. Partnership with Ontario Building, Fire, Insurance.
5	It is recommended that CBFD give consideration to training the suppression officers on how to conduct fire safety inspections as an alternative means of achieving the Fire Underwriters Survey (FUS) recommended frequency of inspections.	Short-term (1-3 years)	Under review.
6	It is recommended that the Fire Chief review CBFD's inspection program to identify levels of desired frequency relative to the inspections noted in the FUS Inspection Chart.	Short-term (1-3 years)	Investigation of method to track inspections underway.
7	The CBFD develop a sustainable pre-incident development and review program.	Short-term (1-3 years)	Work with Planning and Development to include Fire Service in review for new facilities.
8	It is recommended that the Fire Chief record and evaluate volunteer firefighter data analytics, assessing when there is an effective firefighting force on scene.	Immediate (0-1 year);ongoing	Ongoing. Develop system to document review.

	This evaluation can assist with identifying possible gaps in staffing and response times.		
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Section 4 – Department Staffing and Programs

Recommendation #	Recommendation	Suggested Timeline	Current Status & Next Steps
9	Hire three career firefighters to provide day shift staffing Monday to Friday (0700-1700 hrs.) at Paris - Station 1. Minimum staffing of two (2) firefighters.	Short-term (1-3 years)	Timeline projected to shift to long-term 7-10 years.
10	Assign the position of Acting Deputy Chief to rotate on-call coverage along with the Fire Chief and Deputy Chief.	Short-term (1-3 years)	Not required at this time. TBD.
11	It is recommended to fill the second Administrative Assistant position that has been left vacant.	Short-term (1-3 years)	Completed.
12	It is recommended that the CBFD complete an OFMEM SIR after each public education event for statistical purposes.	Short-term (1-3 years)	Currently tracked internally. Review Standard Incident Report (SIR) recommendation.
13	Enhance the training and certification of volunteer officers (Lieutenants and Captains) in the areas of fire prevention and public education so they are trained and certified to at least: <ul style="list-style-type: none"> • NFPA 1031 – Fire Inspector I • NFPA 1035 – Fire and Life Safety Educator I 	Short-term (1-3 years)	Internal training to be offered to Officers.
14	The County of Brant to hire an additional Fire Prevention/Public Fire Life Safety Educator that would be dedicated to conducting public education. This individual	Short-term (1-3 years)	Request for FPO in 2024 budget approved to return to 2019 fire prevention staffing levels (3 FPOs). Additional FPO as

COUNTY OF BRANT FIRE DEPARTMENT (CBFD)
EMERGENCY & PROTECTIVE SERVICES
FIRE MASTER PLAN (2021) IMPLEMENTATION STATUS
November 2024

Station 1: Paris Station 5: Mt. Pleasant
Station 2: Airport Station 6: Onondaga
Station 3: Burford Station 7: St. George
Station 4: Cainsville Station 8: Scotland

	may also conduct inspections as required. The recommended number of Fire Prevention Officers (FPO) is four (4).		recommended future budget consideration.
15	Begin succession planning in Fire Prevention and senior officer positions prior to any retirement announcements to maintain continuity in the office and ensure a seamless transition.	Short-term (1-3 years)	Ongoing, officer development training offered internally.
16	Promote a current FPO/PFLSO to the position of Chief Fire Prevention Officer.	Short-term (1-3 years)	To be considered in accordance with Fire Prevention staffing levels (i.e., Reach 4 FPOs)
17	Assign an FPO to focus solely on Public Education opportunities.	Short-term (1-3 years)	Request for FPO – education focus, with inspection support, in 2024 budget. See #14.
18	It is recommended that CBFD consider the purchase and appropriate placement of a mobile training unit to effectively accommodate live fire training needs of the firefighters.	Mid-term (4-6 years)	TDB. Currently utilizing acquired structures and Grimsby. Option to rent from OFM available, as well as Six Nations.
19	Hire a full-time Training Officer.	Short-term (1-3 years)	Completed.
20	Hire a second part-time Training Officer position to assist with the implementation and delivery of training programs.	Mid-Long-term (4-10 years)	Status quo – medium-long-term. New training software acquired to enhance fire training support.
21	EMT recommends additional hours be allocated for the volunteer firefighter-based training with a needs assessment review of the training program currently established.	Short-term (1-3 years)	Under review. Additional training hours proposed in budget.

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Section 5 – Fire Suppression and Dispatching

Recommendation #	Recommendation	Suggested Timeline	Current Status & Next Steps
22	Fire Chief should conduct a regular review of data analytics to watch for shifts in call locations due to community growth.	Ongoing	Ongoing by reviewing daily shift reports, incident summaries and response times.
23	Develop a platoon response plan for nighttime single unit responses (e.g., medical calls) to limit paging to 4-5 firefighters. This would include reducing the number of volunteer firefighters responding to certain types of calls on prescribed shifts for Station 1, 3 and 7.	Short-term (1-3 years)	Under review. Testing of platoon system for day calls began Jan. 1, 2024 with Station 1. This was also implemented to assist with large call volume and planning for North Paris Station. Platoon system for daytime response currently paused.
24	It is recommended that the CBFD monitor sick time related to PTSD or other mental health illness and the impacts that may be placed upon staffing, shift scheduling/coverage, and any financial implications.	Short-term (1-3 years)	In process. Mental health is part of the recruitment training program and training is provided to all COBFD members. Time off is monitored. Critical Incident Stress Management team (CISM) is activated more often now and is available for all fire staff.
25	CBFD issue a Request for Information to fire dispatch centres to look at capabilities, pricing, and options to meet future requirements of fire communications.	Short-term (1-3 years)	Review completed by consultant and senior staff. 10 Year service agreement with City of Brantford for fire dispatch services effective July 1, 2024.

26	Track the percentage of times a station is unable to send a vehicle within its identified response zone.	Short-term (1-3 years)	Ongoing.
27	Review 3rd party technology for responders and Fire Prevention Staff currently used and look to maximize its potential.	Short-term(1-3 years)	Currently under review.
28	An analysis and revision of the Fire Station Protection Areas be completed by the Fire Chief.	Bi-annually and ongoing	Ongoing.

Section 6 – Facilities

Recommendation #	Recommendation	Suggested Timeline	Current Status & Next Steps
29	Design and construct/lease a north Paris station to be located in the area of Grand River St. N and County Road 52. Purchase a Pumper/Tanker Training and gear for additional firefighters.	Mid-term (4-6 years)	Land is acquired (County property), architect selected, concept design approved. Construction expected to begin Q2 of 2025, station completion in 2026. Concept design includes future paramedic base.
30	Design and construct a new Station 1 Headquarters and Training Centre in the area of Rest Acres Road and Powerline Road – dispose of the current Station 1 and 2.	Long-term (7-10 years)	Fire station location study to be completed by Q1 of 2025.
31	Exposure to diesel exhaust can be reduced through engineering controls at the source. The installation of direct capture exhaust system extractors is recommended in all stations. Stations 4, 6 & 8 will be outfitted in the new fire stations.	Short-term (1-3 years)	New stations 4, 6 and 8 were constructed with exhaust systems. Station 1 and 5 have functional exhaust systems. Station 7 exhaust system was repaired and is operational. Discussions with County Ops and purchasing to put out reissue RFP to retrofit Station 3 in

			2024.Planned installation Q1 2025.New Station 9 will be designed to include. Installation Q1 2025.New Station 9 will be designed to include.
32	Driveway replacement should be considered in the short-term for Burford - Station 3.	Short-term (1-3 years)	Driveway replacement to coincide with station retrofit for bunker gear storage room.
33	Back-up power generators should be installed for stations 2, 3 & 7.	Short-term (1-3 years)	Back-up power for Station 2 was included in the Airport water tower project. Discussions initiated with County Operations and purchasing to complete Stn 3 and Stn 7 in 2024.
34	Bunker gear storage rooms should be provided for stations 1, 3, 5 & 7.	Short-term (1-3 years)	Station 5: complete in 2024 Station 3: contractor significant delays. Construct in 2025. Station 7: construct in 2025. Station 1: construct in 2026

Section 7 – Apparatus and Equipment

Recommendation #	Recommendation	Suggested Timeline	Current Status & Next Steps
35	It is recommended that the Fire Chief review potential options of an in-house service/share with County Operations for mechanical services, maintenance of generators, gas powered equipment, apparatus, and service vehicle maintenance.	Short-term (1-3 years)	Underway. County Fleet is currently performing annual MTO inspections along with some non-Emergency Vehicle Technician (EVT) repairs of apparatus. Fleet also performing service and maintenance on small engines, pumps, and generators.
36	It is recommended that when considering procurement of new	Short-term (1-3 years)	Self-Contained Breathing Apparatus (SCBA) procurement

	SCBA, there should be consideration into the interoperability with fire service partners when the selection process has commenced.		through cooperative joint purchasing approved for full replacement via RPT-0429-24 Sept 2024. Scott packs utilized at neighbouring Fire Services. Delivery ETA late 2024.
37	It is recommended that a Master Equipment Life-Cycle plan be established.	Short-term (1-3 years)	Life-Cycle plan is currently established for fire apparatus and most other equipment is listed in FirePro. Will be reviewed annually.

Section 9 – Mutual and Automatic Aid

Recommendation #	Recommendation	Suggested Timeline	Current Status & Next Steps
38	It is recommended that County of Brant and the Six Nations of the Grand River develop a fire services agreement including cost recovery mechanisms for assistance provided.	Short-term (1-3 years)	County of Brant Fire, Six Nations of the Grand River and City of Brantford all participate in the County of Brant Mutual Aid Plan and Program. Will review as required.
39	It is recommended that the Fire Chief review present automatic and mutual aid agreements and explore future opportunities on an annual basis.	Short-term (1-3 years) and ongoing	Brant County Mutual Aid By-law 15-24 updated and approved February 2024, RPT-0155-24. Discussion on automatic aid agreements with North Dumfries and Norwich.