



OPERATING BUSINESS CASE

YEAR:	2021
INITIATIVE NAME:	Fire Prevention Officer
DEPARTMENT NAME:	Fire Services

INVESTMENT TYPE:	<input type="checkbox"/> Service Enhancement/New Program <input type="checkbox"/> Growth Requirement <input checked="" type="checkbox"/> Service Requirement
PURPOSE:	To re-fill the position of Fire Prevention Officer

<p>SCOPE STATEMENT: <i>Provide the justification for the project. i.e., needs assessment, Council direction, regulatory requirements, safety, efficiency or cost savings, revenue.</i></p>	<p>The Wetaskiwin Fire Service prides itself on delivering strong customer service to our clients in emergency and non-emergency situations in a timely fashion. Since the loss of the Fire Prevention Officer in 2019, the position has continued to sit vacant with increasing call volumes, and an increasing number of fire prevention inspections to be completed. As the Fire Chief and Deputy Chief have been sharing the duties of the Fire Prevention Officer, this takes them away from their primary duties leaving additional work incomplete or severely delayed which ultimately results in higher costs for equipment repair, and loss revenue for clients due to delayed fire inspections for licensing. By maintaining our current service, the fire department will have difficulties maintaining code compliancy, education, pre-planning, and increase the risk of Life safety and property loss. Our increase of calls has drastically increased with residential alarm activations, this impact may be caused by the improper placement of detector heads, near the kitchen or bathroom area where steam from a shower may have had an impact and activated the alarm. Many of the additional alarm activations are caused by cooking incidents in the home, dead batteries, or lack of operating knowledge by the end user. As the fire code does not enforce single family residential structures, the fire department may provide education after the incident has already occurred. More residents within the community have purchased these types of systems mainly for security purposes with fire and flood monitoring as an additional option. Although a vast majority of the alarm activations have resulted in becoming a nuisance call, there has been the occasion where an event has taken place in the dwelling. Carbon Monoxide Alarm with a verified reading, confirmed kitchen fire, or smoke which required ventilation.</p> <p>Call volumes for the past 8 years.</p> <table border="1"> <thead> <tr> <th><u>2012</u></th> <th><u>2013</u></th> <th><u>2014</u></th> <th><u>2015</u></th> <th><u>2016</u></th> <th><u>2017</u></th> <th><u>2018</u></th> <th><u>2019</u></th> </tr> </thead> <tbody> <tr> <td>241</td> <td>307</td> <td>376</td> <td>378</td> <td>429</td> <td>424</td> <td>456</td> <td>562</td> </tr> </tbody> </table>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	241	307	376	378	429	424	456	562
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<p>PROJECT JUSTIFICATION: <i>Provide link to the Council strategic plan</i></p>	<p>This project links to Council strategic planning by working in line with Council's Building the Community pillar.</p> <p>Municipal Quality Management Plan.</p> <p>Fire Service Bylaw 1872-16</p> <p>Safety Codes Act.</p>
<p>SITUATIONAL ANALYSIS: <i>Provide background information as to how this business case will improve the City's position.</i></p>	<ul style="list-style-type: none"> • By not filling the vacant position, the fire service faces the risk of not being able to complete all the required fire inspections as per our Uniform Quality Management Plan, and address life safety concerns within the community which puts residents at risk. • Preventative maintenance on Personal Protective Equipment and Fire/Rescue Apparatus has been delayed which increases the repair costs as the initial problem becomes worse, or is the root cause to additional repair requirements due to being pushed or delayed. • Attending emergency dispatch calls with an appropriate amount of firefighting personnel on an apparatus puts responders at risk for higher level incidents.
<p>CHALLENGE/OPPORTUNITY AND RISK: <i>Provide a list of all assumptions assumed to be true for purpose of the request. Highlight impacts if not approved.</i></p>	<p>An opportunity with the filled position can increase education to our residents and business clients to ensure their protective systems are properly maintained, and that they understand the use of that system to help reduce the amount of false alarm calls. A majority of false alarms are due to cooking incidents within the home in addition to poor maintenance, such as changing a battery, or checking the expiry date on the detector. Although the fire code does not regulate single family residential dwellings, an opportunity to build a program to assist homeowners can help reduce the amount of nuisance calls the fire department currently receives. The Fire Prevention Officer will work closely with our business community including multi-family residential structures, long term care facilities, group homes, and daycares to ensure the protective systems are maintained on an annual basis as outlined in Part 6 of the Fire Code. This will promote Life Safety for the occupants and reduce the risk of property loss. The Fire Prevention Officer may perform routine inspections on food and beverage establishments to ensure their protective systems in commercial kitchens are maintained and cleaned within a determined schedule to reduce the risk of fires caused by the accumulation of grease or cooking oils. Buildings equipped with alarm panels and sprinkler systems are required to have a lockbox for fire department access. The Fire Prevention Officer will ensure that all lockboxes are kept current with access keys for access in the event of an emergency. The Fire Prevention Officer will build and maintain a strong working relationship with our clients and assist them with fire pre-planning, fire drills, and system maintenance. The Fire Prevention Officer will work with the Fire Chief on the Fire Underwriters' Survey to explore cost saving avenues for our Business and Residential clients.</p>

FINANCIAL INFORMATION: <i>If business case relates to FTE, ensure all costs are recorded to included training and development, computer, etc.</i>	A. COST:
	YEAR 1 Total Revenue: \$ Total Expense: \$79,800 Net Budget:
	YEAR 2 Total Revenue: \$ Total Expense: \$ 80,598 Net Budget: \$
	YEAR 3 Total Revenue: \$ Total Expense: \$ 80,598 Net Budget: \$
Specify the duration of program in years or if ongoing:	
B. SOURCE OF FUNDING	
Choose one: <input checked="" type="checkbox"/> Tax <input type="checkbox"/> Grant <input type="checkbox"/> Reserves <input type="checkbox"/> Other: _____	

APPROVAL

Developed By:	Jamie Wilkinson	22-May-2020
	Operating Business Case Developer	Date
Reviewed By:	Department Director	Date
Approved By:	City Manager	Date