

Municipality of Port Hope

Plan Requests

Request	FES-002 Fire Prevention Officer		
Department	Fire and Emergency Services		
Version	03 Proposed by Budget	Year	2024

Description

ANNUALIZED TAX LEVY IMPACT [COST / (SAVINGS)]

\$96,299 (2025 Salary/Benefits)

CURRENT BUDGET YEAR'S TAX LEVY IMPACT [COST / (SAVINGS)]

\$53,424 Salary/ \$16,029 Benefits- 2024

JUSTIFICATION

As identified in the Fire Master Plan 2022, it was recommended that the Fire Prevention Officer's position be made into a permanent full-time position. Public education and code enforcement are municipal responsibilities that are mandated under the Fire Protection and Prevention Act (FPPA). In order for a municipality to comply with the FPPA, it must provide specific fire prevention and protection services, as well as additional services it determines may be necessary in accordance with the community's needs and circumstances. A full-time FPO would allow for the creation and implementation of a more comprehensive community fire safety program, including but not limited to mandatory inspections (complaint and vulnerable occupancy) as well as an expansion of our public fire education program.

DESCRIPTION

The Ontario Fire Marshal has identified fire life safety education and inspections as the first two lines of defense in managing public fire safety in a community. This revised focus from traditional priorities does not mean that emergency response is not a critical function, but the first two lines of defense are now more greatly emphasized than ever.

Working under the direction of the Deputy Fire Chief of Prevention the Fire Prevention Officer (FPO) is responsible for managing the Department's public education programs, conducting fire and building inspections to enforce the Ontario Fire Code and the Ontario Building Code, as well as investigating the origin and cause of fires.

The FPO will also hold the position of a certified fire fighter and will be able to respond to emergency calls during regular business hours, and if required will respond to assist after hours.

IMPLICATIONS IF NOT UNDERTAKEN

- Public education and code enforcement are municipal responsibilities under the FPPA, and without a Fire Prevention Officer in place these areas of responsibility will not be carried out to their full potential.
- The current public education program and community code enforcement may not meet the expectations of the Municipality. The Fire Master Plan identified the essential importance of creating a full-time Fire Prevention Officer to limit the liability to the Municipality by ensuring a more comprehensive review of Fire Code compliance, as well as assist the Planning and Building Department's with a more extensive plans review process.

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Request							
	Total	Q1	Q2	Q3	Q4	2025	2026
Expenditures							
Operating Expenses							
Uniforms	2,000		2,000				
Bunker Gear	5,000			5,000			
Program Materials	5,000		5,000				
Training	2,500		2,500				
Cell Phone	1,030		820	105	105		
Full-Time	204,539		17,808	17,808	17,808	74,076	77,039
Benefits	61,364		5,343	5,343	5,343	22,223	23,112
	281,433		33,471	28,256	23,256	96,299	100,151
Expenditures Total	281,433		33,471	28,256	23,256	96,299	100,151

Attributes		
Attribute	Value	Comment
Department		
Department	Fire and Emergency Services	
Division / Sub Division	Fire Admin	
Request Type		
Request Driver	New Service or Program	
Request Type	Staff Position	
Priority	High	
Strategic Priority		
Strategic Priority - ranked #1 required	Corporate Efficiencies	
Strategic Priority - ranked #2 optional		
Strategic Priority - ranked #3 optional		
Posting Status		
Posting Status	Ready to Post	