

| Type of Decision | | | | | | | | | |
|--|-----------------------|------------------|--|----|-----------------|--------------------------|------|--|--------|
| Meeting Date | Friday, April 1, 2011 | | | | Report Date | Thursday, March 17, 2011 | | | |
| Decision Required | X | Yes | | No | Priority | X | High | | Low |
| Direction | x | Information Only | | | Type of Meeting | X | Open | | Closed |
| REPORT TITLE | | | | | | | | | |
| Appoint Community Fire Safety Officer Report 01/04/10/1002 | | | | | | | | | |

SUBJECT: New Appointee.

RECOMMENDATION: That this resolution be adopted to appoint Robert Labre as the Municipal Community Fire Safety Officer which includes Assistant to the Fire Marshal's Office to replace Ruth pending her retirement. Section from the By-law...

1. **THAT** Robert Labre is hereby appointed as the Community Fire Safety Officer for the Municipality of the United Townships of Head, Clara & Maria;
2. **THAT** the Community Fire Safety Officer is directed to carry out all tasks required to meet the Municipalities' responsibilities under the *Fire Protection and Prevention Act* and any other regulations or directives as determined from time to time by the appropriate Ministry and/or the Fire Marshal including but not limited to:
 - a. Public education with respect to fire safety and certain components of fire prevention via face to face conversation, inspection, pamphlet distribution, newsletters, displays and municipal website;
 - b. Administration of a Residential Smoke Alarm and Escape Plan Program;
 - c. All other power(s) or duty(s) as delegated by the Ontario Office of the Fire Marshal;
 - d. Required tests of municipal portable fire extinguishers and emergency lighting and maintaining a written record of same;
3. **THAT** the applicable sections of By-law Number 2003-09 is hereby repealed.

BACKGROUND/EXECUTIVE SUMMARY: We are required by law to have either a fire department or a Community Fire Safety Officer to provide education to the public and to fulfill and other directives as passed from time to time by the Fire Marshal. Ruth has held this position for the past 6 or so years. Bob, with his training and experience as a volunteer Fire Fighter with Laurentian Hills has a basic understanding of the requirements of the *Fire Protection and Prevention Act* is the best candidate for filling this position. Bob has completed the required training and has already assumed the responsibilities of the position. This is the formal document required to "appoint" him to this position as per the Act.

FINANCIAL IMPLICATIONS/BUDGET IMPACT: None. We are simply replacing one employee with another. Building demands do not require 7 hours a week, Bob will merge his activities to ensure that he meets the responsibilities of both positions, doing inspections while visiting an area for Building purposes and vice versa.

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

Melinda Reith