Minutes – Executive Policy Committee – July 11, 2018

Report – Standing Policy Committee on Protection, Community Services and Parks – July 3, 2018

Item No. 2 SAFE Family Program

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Protection, Community Services and Parks and submitted the following to Council:

1. That a partnership with The Manitoba Office of the Fire Commissioner, The Firefighters' Burn Fund Inc. and Red River Mutual Insurance Company for the implementation of a two-year SAFE Family Program, be approved.

2. That the City enter into, execute and deliver an agreement with The Manitoba Office of the Fire Commissioner, The Firefighters' Burn Fund Inc. and Red River Mutual Insurance Company to implement the SAFE Family Program within the City of Winnipeg, and such other agreements as determined necessary by the Director of Legal Services and City Solicitor to implement the intent of the foregoing (the "Ancillary Agreements").

3. That the Chief Administrative Officer be authorized to negotiate and approve the terms and conditions of the SAFE Family Program Agreement with The Manitoba Office of the Fire Commissioner, The Firefighters' Burn Fund Inc. and Red River Mutual Insurance Company and the Ancillary Agreements, in accordance with this report and such other terms and conditions determined necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

4. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of all future similar agreements for the SAFE Family Program, in accordance with this report and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

5. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Report – Standing Policy Committee on Protection, Community Services and Parks – July 3, 2018

DECISION MAKING HISTORY:

Moved by Councillor Pagtakhan,

That the recommendation of the Standing Policy Committee on Protection, Community Services and Parks be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On July 3, 2018, the Standing Policy Committee on Protection, Community Services and Parks concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

Title: SAFE Family Program

Critical Path: Standing Policy Committee on Protection, Community Services and Parks – Executive Policy Committee – Council

AUTHORIZATION

Author	Department Head	CFO	CAO
M. Reshaur	J. Lane	M. Ruta	D. McNeil

EXECUTIVE SUMMARY

SAFE Family (**S**moke **A**larm **F**or **E**very **F**amily) is a program where smoke alarms are supplied and installed in at-risk households not equipped with a working smoke alarm.

This report requests approval to implement the SAFE Family Program within the City of Winnipeg, by the Winnipeg Fire Paramedic Service (WFPS) in partnership with The Manitoba Office of the Fire Commissioner, The Firefighters' Burn Fund Inc. and Red River Mutual Insurance Company. The Firefighters' Burn Fund Inc. and the Manitoba Office of the Fire Commissioner will supply the smoke alarms, Red River Mutual will fund marketing of the program, and the WFPS will install the alarms in households that have been identified at risk.

A working smoke alarm is a basic, fundamental requirement for home fire safety. We are most vulnerable to fire when we sleep, and a working smoke alarm provides the protection required. This has been the subject of numerous educational campaigns. For reasons of cost, apathy, lack of understanding of the issue or lack of physical capacity to purchase and install one, numerous households are not equipped with a smoke alarm. Therefore, it has been concluded that to supply and install a smoke alarm in these households is the only way to guarantee that a working one is in place as required.

As the program progresses statistics regarding residential fire in Winnipeg will be reviewed.

RECOMMENDATIONS

1. That a partnership with The Manitoba Office of the Fire Commissioner, The Firefighters' Burn Fund Inc. and Red River Mutual Insurance Company for the implementation of a two-year SAFE Family Program, be approved.

2. That the City enter into, execute and deliver an agreement with The Manitoba Office of the Fire Commissioner, The Firefighters' Burn Fund Inc. and Red River Mutual

Insurance Company to implement the SAFE Family Program within the City of Winnipeg, and such other agreements as determined necessary by the Director of Legal Services / City Solicitor to implement the intent of the foregoing (the "Ancillary Agreements").

3. That the Chief Administrative Officer be authorized to negotiate and approve the terms and conditions of the SAFE Family Program Agreement with The Manitoba Office of the Fire Commissioner, The Firefighters' Burn Fund Inc. and Red River Mutual Insurance Company and the Ancillary Agreements, in accordance with this report and such other terms and conditions determined necessary by the Director of Legal Services / City Solicitor to protect the interests of the City.

4. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of all future similar agreements for the SAFE Family Program, in accordance with this report and such other terms and conditions deemed necessary by the Director of Legal Services / City Solicitor to protect the interests of the City.

5. That the proper officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

As there is currently no delegation of authority with regards to this agreement, Council approval is required for the City to implement the SAFE Family Program and to enter into the Program Agreement with The Manitoba Office of the Fire Commissioner, The Firefighters' Burn Fund Inc. and Red River Mutual Insurance Company.

IMPLICATIONS OF THE RECOMMENDATIONS

This initiative will have to be sustained for the foreseeable future to significantly impact the projected rate of non-compliance. The initial agreement is for two years to facilitate program review and modification as opportunities for improvement are identified.

To facilitate efficient operation of the program, The City of Winnipeg will provide the following resources:

- All WFPS Engines and Rescues will be equipped with a smoke alarm installation kit. Additional kits have been purchased for any installation work conducted by staff outside of Fire/Rescue Operations. The initial purchase of 40 kits cost $9,200.00. These kits will also facilitate the WFPS Emergency Installation of Smoke Alarms protocol currently in place. There will be undetermined ongoing expense to replace broken, worn or lost tools. These ongoing expenses will be funded from within the existing WFPS budget.
- WFPS Fire/Rescue Operations will install up to 20 smoke alarms, by appointment, every Saturday. This work will be performed by five fire crews. Each crew will perform up to two hours of labour. In addition, there will be expense for apparatus fuel. Fire/Rescue Operations will perform this work with the existing staff complement. No additional on duty staffing is required to facilitate smoke alarm installation. No overtime expenditures will be incurred as a result of participation in this program.
- WFPS will utilize existing labour resources for ongoing program administration.

- WFPS Information Technology Services will provide ongoing technical support, on-line support and facilitate electronic data storage. Electronic client waivers will have to be stored by the City of Winnipeg.
- 311 will provide resources and act as the intake for requests for service. They will provide the technical expertise to facilitate client intake, client screening, data collection and service accountability tracking.
- Customer Service and Communications will provide resources to support on-line presence, marketing and promotion of the program and manage media inquiries.

HISTORY/DISCUSSION

Fire departments throughout Canada have been adopting versions of the SAFE Family Program as part of their standard operations. These programs have proven to be an effective tool to ensure households are equipped with the smoke alarm protection they require.

Housing constructed prior to 1980 was not equipped with hard wired smoke alarms as a standard feature. Today, homes are constructed with interconnected hard wired smoke alarms on every level, one in each bedroom and a heat detector in the attached garage. When any one device detects smoke, the audible alarm within all the interconnected devices activates. Winnipeg has a large stock of pre 1980 housing that was not equipped with smoke alarms at the time of construction.

A recent market analysis conducted by Environics Analytics points to potential large non-compliance rate for residential smoke alarm installation in Winnipeg homes that were not originally equipped with them at the time of construction. Market segments have been identified as most likely to experience fire and lacking smoke alarms. The neighborhoods where members of these market segments reside have also been identified.

In addition to the segmentation analysis described above the Surrey Fire Service recently analyzed WFPS fire data utilizing a risk analysis tool developed by the Chief, Len Garis. This tool identified approximately 37,500 high risk households within Winnipeg. These homes have a statistically greater likelihood of experiencing a fire. Many of these households overlap with those identified as having potentially low smoke alarm compliance rates.

The results of these two studies indicate that Winnipeg has a potentially large number of at-risk households not equipped with a smoke alarm.

The Manitoba Office of the Fire Commissioner, The Firefighters' Burn Fund Inc. and Red River Mutual has been installing smoke alarms in homes outside of the City of Winnipeg under the auspices of the SAFE Family Program. The WFPS proposes to partner with these organizations to implement the program within the City of Winnipeg.

A mechanism to manage the potential demand is required as the WFPS will rely on Fire/Rescue Operations to install the smoke alarms. As Fire/Rescue Operations has a limited capacity to install smoke alarms while maintaining the existing training requirements, other programs and operational readiness, the SAFE Family Program will be rolled out in phases by municipal community.

The program will be run in each of the five municipally established communities, one at a time, over a two year period. After all communities have participated in the program once, over the

two-year period of this agreement, the program structure will be re-evaluated to determine the most efficient manner to continue to deliver the program. The WFPS will report back to Standing Policy Committee for information at that time.

The program will be first rolled out in the municipal communities with the highest number of at-risk households.

Smoke alarms will be installed on Saturdays with up to 20 appointments each week. This installation model is being adopted to minimize disruption to ongoing training and existing services in Fire/Rescue Operations.

The program will initially run for a term of two years, after which the program partners will discuss any necessary extensions. Program partners have committed to supply up to 1,000 smoke alarms per year. If the 1,000 smoke alarm installation target is achieved prior to year-end, further smoke alarm installation may have to be suspended until more smoke alarms become available in the next program year.

In conjunction with the SAFE Family Program Fire/Rescue Operations will modify its procedures to incorporate checking for and installing smoke alarms in homes found not to have one while attending residential fire alarms and requests for service.

The EPIC Community Paramedicine Program will modify its client risk analysis procedures in order to participate in the SAFE Family Program.

Fire Prevention By-Law 35-2017 requires the installation of a by-law compliant smoke alarm in all residential rental properties. Smoke alarms will not be installed in residential rental properties as part of this program. It is anticipated that the increased awareness of the importance of smoke alarms this program generates will also result in the identification of rental properties that are in non-compliance with the Fire Prevention By-Law. Program applicants will be screened for rental properties at the time of application and diverted to the Fire Prevention Branch for enforcement.

Cost of the program is shared among the partners as listed in the table below.

Partner	**Year 1**	**Year 2**
Red River Mutual	$20,000	$20,000
Firefighters' Burn Fund	$10,500	$10,500
Manitoba Office of the Fire Commissioner	$10,500	$10,500
WFPS	$10,000.00	$2,000

In addition, the City of Winnipeg bears the financial expense of utilizing existing resources to support the SAFE Family Program. These resources include:

- Information technology services to support web content, electronic form development, data storage and ongoing IT support.
- The services of Winnipeg 311 for program intake and referral, program data collection, and the LAGAN system for client tracking and service accountability.
- The services of Customer Service and Communications for consultation, web content development, media strategy and program promotion.

The WFPS will fund provision of this program from within the existing operating budget. The WFPS will utilize existing resources to supply services to the program including:

- Administration of the WFPS smoke alarm installation including receiving applications, scheduling installation, program monitoring, promotion and planning.
- Logistical support including storage and distribution of smoke alarms.
- Installation of the smoke alarms within clients' homes.

Fire/Rescue Operations crews will remain conditionally available for duty while installing smoke alarms in the event call volume necessitates their return to service.

FINANCIAL IMPACT

Financial Impact Statement

Date: June 6, 2018

Project Name:
SAFE Family Program

First Year of Program **2018**

	2018	2019	2020	2021	2022
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ 10,000	$ 2,000	$ -	$ -	$ -
Less: Incremental Revenue/Recovery			-	-	-
Net Cost/(Benefit)	$ 10,000	$ 2,000	$ -	$ -	$ -
Less: Existing Budget Amounts	10,000	2,000	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments:

WFPS will only incur direct costs associated with this program. Funds will be sourced from within Fire Prevention operating budgets.

original signed by
John Hall, FCMA, CGMA
Financial Controller

CONSULTATION

This Report has been prepared in consultation with:

Legal Services (as to legal issues)

The City of Winnipeg Access and Privacy Officer (as to issues of data collection and data sharing with program partners)

Customer Service and Communications (consulted regarding program marketing, web content and design)

OURWINNIPEG POLICY ALIGNMENT

01-2a Collaborate to Make Safe Communities, Direction 7- Implement an Approach to Safety and Security that is Collaborative and Involves the Community.

- The SAFE Family Program is a partnership with The Manitoba Office of the Fire Commissioner, The Firefighters' Burn Fund and Red River Mutual.
- The SAFE Family Program anticipates reaching out to community groups to ensure they are aware of the program and that qualifying members take advantage of it.

01-2b Emergency Preparedness, Response and Recovery, Direction 1- Improve Community Safety through Risk Reduction.

- The SAFE Family Program equips households to respond to fire emergencies effectively through early warning.
- Early warning to the presence of smoke in a home will reduce injuries, reduce fatalities and reduce property loss.

SUBMITTED BY

Department: Fire Paramedic Service
Division: Executive
Prepared by: Mark Reshaur, Assistant Chief Fire Prevention and Public Education
Date: June 6, 2018