

Patrick Matozzo
Interim General Manager,
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Date: May 13, 2019

TO: City Manager, Deputy City Managers, Chief Financial Officer & Treasurer, Chief of Staff, Division Heads, Heads of City Agencies and Corporations

FROM: Patrick Matozzo, Interim General Manager, Facilities Management

SUBJECT: Establishment of the City-wide Fire & Life Safety Program Office

In July 2018, the Auditor General released the report "Raising the Alarm: Fraud Investigation of a Vendor Providing Life Safety Inspection Services to the City of Toronto," and made recommendations pertaining to Fire and Life Safety (FLS) documentation, contractor management, and strengthening the life safety industry.

Following the publication of the report, the Deputy City Manager, Corporate Services established a Fire & Life Safety Task Force to address the Auditor General's recommendations and expedite work to ensure FLS compliance across the City of Toronto. The Task Force was established to be a temporary work team until a City Wide Fire & Life Safety Program Office could be established. Dwaine Nichol (Director, Corporate Security) was seconded to lead the Task Force with supporting staff from Corporate Services. Under his leadership, the Task Force made significant progress toward:

- Establishing a governance model to ensure FLS compliance City-wide,
- Finalizing an inventory of FLS systems for all City buildings and identifying key FLS contacts for each portfolio,
- Conducting an FLS compliance audit on 10% of the City's building portfolio,
- Establishing standard operating procedures and training packages, and
- Identifying and procuring new technology solutions that will facilitate knowledge exchange and FLS compliance tracking, among other accomplishments.

The Fire and Life Safety Task Force has now transitioned into the Fire & Life Safety Program Office within Facilities Management. The Program Office will continue to build on the progress the Task Force has made over the past nine months in partnership with other City Divisions, Agencies, and Corporations.

I am pleased to announce that Ryan Duggan will lead the Program Office in its first year. Ryan joins Facilities Management on secondment from the Toronto Transit Commission, where he developed a comprehensive Fire Safety program that incorporated annual fire code audits of every building, monthly inspections at each site by local management and a training program for employees. Ryan has a diverse background and has previously worked in the Property Risk Consulting group of Marsh Canada, as an Instructor at Seneca College in the Fire Protection Program, and as a firefighter in Nova Scotia.

I want to take this opportunity to welcome Ryan to the team and recognize Dwaine for his leadership and contributions towards strengthening FLS compliance City-wide. Dwaine will return to his base role as the Director, Corporate Security but will continue to assist the Program Office in an advisory capacity.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrick Matozzo".

Patrick Matozzo
Interim General Manager, Facilities Management

CC:
Ryan Duggan
Dwaine Nichol