

A Popular Mandate

"The recommendations the Civic Survey Committee make for the improvement of Toronto's municipal department will doubtless receive the careful attention of the city council The influence of the body of citizens under whose auspices it has been prepared will tend to drive it home. Its extra-official character gives novelty to it as well as something of the force belonging to a popular mandate."

—*Editorial, Toronto Mail and Empire.*

"The Civic Survey Committee has done Toronto a great service by undertaking, with the aid of specialists from New York, a survey of the city's public services Everyone at all intimately acquainted with conditions at City Hall knows that there is too much done by rule of thumb, and that IN PURCHASING OF SUPPLIES, especially, GREAT SUMS OF MONEY ARE LOST EVERY YEAR, NOT BECAUSE OF DISHONESTY, BUT BECAUSE OF LACK OF SYSTEM."—*Editorial, Toronto Globe.*

TORONTO BUREAU OF MUNICIPAL RESEARCH

(SUCCEEDING CIVIC SURVEY COMMITTEE)
608 LUMSDEN BUILDING

Extracts from "Efficient Citizenship"
a Bulletin published in
New York City.

"Forewarned is Forearmed"

TORONTO STUDIES
FIRE PREVENTION

"After the Iroquois disaster, and frequently since, The World called attention to the dangerous condition of our places of amusement. If there were an Iroquois disaster in Toronto to-night, as there might readily be, the Fire Department would be indicted for neglect of duty and culpability in not having the by-laws observed. The Civic Survey Committee is trying to save the Department and the citizens from such a state of affairs and should be helped and not hindered."

"It should not be forgotten that the whole question is one of life and death."—*Editorial, Toronto World.*

Toronto Meet Its Fire Needs? 25 Next Steps For Its Fire Department

The appointment of a fire commissioner and a redistribution of the functions of the chief

The immediate establishment of a training school for firemen

Improvement of methods of discipline

Inauguration of a fire prevention campaign and the appointment of a fire prevention commission

Appointment of additional firemen

Adoption of definite rules governing appointments and promotions

Establishment of definite procedure governing trial and punishment

Designation of a departmental surgeon

Establishment of a board of honor

Revision of pension system

Placing of fire alarm wires in congested parts of city underground

Furnishing fire halls and headquarters with proper maps

Transfer from the department of the duty to inspect city lights

Establishment of a central purchasing agency for all supplies

Relieving the secretary of many of his present functions

Adequate test of hose to replace present insufficient tests

Budget estimates on scientific basis

Standard specifications for department supplies

Procedure for disposition of condemned property

Establishment of check and control upon storeroom

Inventory of all property

Inspection of supplies

Standardization of fire halls

Searchlight for night fires

Records and reporting system

—From report of Bureau of Municipal Research on Toronto's Fire Department.

Eliminating the Human Factor 22 permanent records proposed for Toronto

1—Proper fire service report

2—Individual company's file report

3—Fire service record book

4—Report upon bursting hose

5—Daily time sheets for each fire hall

6—Log book at each fire hall

7—Complete description of each district (upon cards in each fire hall)

8—Card records of individual members of the force

9—Fire prevention inspection reports

10—monthly reports upon the condition of apparatus and equipment

11—Health reports of members of the force

12—Individual efficiency records

13—Records in connection with the training school for firemen

14—Proper records of changes and disposition of charges against members of the force

15—Record of complaints

16—Records of places licensed to sell, store, transport, or manufacture explosives or combustibles

17—A record and description of moving picture shows, theatres, and all places where large assemblages are permitted

18—Fire hydrant reports

19—Reports on fire drills at stations

20—Horse records

21—Record of assignments and transfers

22—Record of fire stations

—From report of Bureau of Municipal Research on Toronto's Fire Department.