

# Master Fire Planning Committee

## Minutes

**Thursday, February 11, 2016**

**Station 4 – 427 Merritt Street: Training Room at 4:30 pm**

### **Attendance:**

Councillor Sandie Bellows  
Councillor Bill Phillips  
Councillor Jennifer Stevens  
Shelley Chemnitz, Commissioner of Corporate Services  
Bryan Shynal, Commissioner of Operations  
Kristine Douglas, Director of Financial Management Services  
Ryan Madill, President St. Catharines Professional Firefighter's Association  
Mike Vail, Vice President St. Catharines Professional Firefighter's Association  
Fire Chief Dave Wood  
Deputy Fire Chief Larry Jones  
Deputy Fire Chief Monique Belair

### **Absent:**

### **Staff Liaison:**

Fire Chief Dave Wood

### **Invited Guests:**

Vincent Liu, Program Specialist Office of the Fire Marshal and Emergency Management  
Bonnie Nistico-Dunk, City Clerk

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**1. Call meeting to order (Chief Wood)  
4:32 pm**

**2. Opening Remarks and Introductions**

Fire Chief Wood informed the committee that Councillor Haywood resigned from the committee this afternoon. Chief Wood asked that committee contact him if they are unable to attend a meeting and he will forward the information to the Chair and Vice Chair.

The committee welcomed City Clerk Bonnie Nistico-Dunk who reviewed the Simplified Meeting Procedures for Advisory Committees.

Committee members introduced themselves and shared their visions for the Master Fire Plan process. Common themes include ensuring the safety of the public and staff and providing professional and effective services to the community in an efficient and financially prudent manner.

**3. Selection of Chair and Vice Chair**

**Motion:**

That the Master Fire Planning Committee Select Bryan Shynal as Chair; and That Shelly Chemnitz serve as Vice Chair, with rotating responsibilities.

**Moved: Chief Wood**

**Carried.**

**4. Additions/Deletions to the Agenda**

**Motion:**

That the Master Fire Planning Committee amend the agenda to include consideration of another Council member as a result of the resignation of Councillor Haywood.

**Moved: Chief Wood**

**Carried.**

**5. Motion to approve the Agenda for February 11, 2016**

That the Master Fire Planning Committee accept the agenda as amended and future meeting dates as provided.

**Moved: Commissioner Chemnitz**

**Carried.**

**6. Motion to adopt the minutes of the previous meeting**

*Not applicable*

**7. Business arising from the minutes**

*Not applicable*

**8. Correspondence**

*Not applicable*

**9. Business**

**9.1. Declarations of interest**

None.

**9.2. Review Terms of Reference**

**Motion:**

That the Master Fire Planning Committee approve the Terms of Reference for; Committee Formation; and

The Fire Master Plan process.

**Moved: Chief Wood**

**Carried.**

**Motion:**

That the Master Fire Planning Committee review the Terms of Reference for The Fire Master Plan process prior to the next scheduled meeting.

**Moved: Chief Wood**

**Carried.**

9.3. What is a Master Fire Plan?

9.3.1. Review of 2008 Master Fire Plan

Committee members discussed the importance of familiarizing themselves with the 2008 Master Fire Plan; the Fire Stations; and the roles and responsibilities of the Divisions within the Fire Service.

**Motion:**

That Fire Services staff review the list of recommendations from the 2008 Master Fire Plan and provide a list of completed recommendations at the regular meeting, February 18, 2016.

**Moved: Councillor Phillips**

**Carried.**

**Motion:**

That the Council members of the Master Fire Planning Committee visit all Fire Stations.

**Moved: R. Madill**

**Carried.**

**Motion:**

That the Master Fire Planning Committee welcome Divisional Chiefs from Fire Services to present on their roles and responsibilities at the regular meeting, February 25, 2016.

**Moved: R. Madill**

**Carried.**

9.3.2. Number of years to be covered by new plan

Discussion of various options for duration the Master Fire Plan ensued. Committee agreed that Master Fire Plan is to be a living document; with the frequency of updates to be determined.

**Motion:**

That the Master Fire Planning Committee table the decision of the duration covered by the Plan until regular meeting, February 18, 2016.

**Moved: Chief Wood**

**Carried.**

#### 9.4. Core Services

##### 9.4.1. Current Establishing and Regulating By-Law

Council will review recommendations from Master Fire Plan and determine the services to be provided by St. Catharines Fire and Emergency Management Services. Level of service is mandated through the Regulating By-Law.

##### 9.4.2. Staffing and Stations

Chief Wood referenced Organizational chart and Fire Station Profile provided.

#### 9.5. OFMEM Master Fire Planning Process

##### 9.5.1. Introduction to Readiness Checklist

Chief Wood introduced “Master Fire Plan 10 Step Process” provided. Discussion of Office of the Fire Marshal and Emergency Management (OFMEM) documents ensued. Fire Protection and Prevention Act (FPPA) and Ontario Fire Code also guide the Master Fire Plan. OFMEM Program Specialist Liu to provide Deputy Belair with “Essentials Program” booklet for distribution to the committee at regular meeting, February 18, 2016.

#### 9.6. Master Fire Planning Subcommittee Committees

Previous Master Fire Planning Committees utilized Subcommittee committees to review and provide information regarding capabilities of Fire Services, community risks, and economic circumstances.

##### 9.6.1. Capabilities of Fire Services

Subcommittee committee to review current services and forecast future needs, including Communications Division which include 12 Dispatch Partners.

##### 9.6.2. Community Risk

Subcommittee committee focused on prevention, public education requirements, fire code compliance, age of buildings and; identifying gaps in community safety. Simplified Risk Assessment is provided annually.

9.6.3. Economic Circumstances

All monies for programs provided by Fire Services budget. Five year budget forecast. Costs can vary year to year as a result of equipment and staff recertification requirements.

**Motion:**

That the Master Fire Planning Committee includes 2016 dollar amounts for recommended programs to be implemented in Fire Master Plan.

**Moved: Councillor Phillips**

**Carried.**

9.7. Timeframes

9.7.1. Steps to achieve mandate of June 30, 2016

Master Plan processes often require 1 year for completion. Due to compressed time frame meetings will be held weekly.

9.7.2. Time commitments and division of work load

9.7.3. Underwriters: Fire Insurance Grade Update

An explanation of role of Underwriters Fire Insurance was requested. Chief Wood indicated Fire Underwriters examine the capabilities of the Fire Service as it relates to water distribution in the city, apparatus, response time, core services provided to the community. A rating is then applied, which may affect home owner's insurance.

St. Catharines Fire and Emergency Management Services is required to provide Insurance Underwriters with profile of the City. Previous profile completed in 1992. Underwriters have been informed by Chief Wood that the Master Fire Plan process is underway and was granted latitude with the time frame.

**10. Date of next meeting**

Thursday, February 18, 2016

Station 4 – 427 Merritt Street: Training Room

**Note: March 3, 2016 meeting has been cancelled.**

**11. Motion to Adjourn**

**Moved:** Commissioner Shynal

**Carried.**

6:12 pm