

# Master Fire Planning Committee

## Minutes

Thursday, February 18, 2016

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

### Attendance:

Councillor Sandie Bellows (left at 5:45)  
Councillor Bill Phillips  
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:

Councillor Jennifer Stevens

### Staff Liaison:

Fire Chief Dave Wood

### Invited Guests:

Vincent Liu, Program Specialist Office of the Fire Marshal and Emergency Management (OFMEM)

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1. **Call meeting to order (Chair: Commissioner Chemnitz)**  
4:36 pm
  2. **Additions/Deletions to the Agenda**

#### **Motion:**

That the Master Fire Planning Committee add to the agenda a presentation by OFMEM Program Specialist Liu on the *OFMEM Essentials of Municipal Fire Protection & Emergency Management* booklet provided.

**Moved: K. Douglas**

**Carried.**

**3. Motion to approve the agenda**

**Motion:**

That the Master Fire Planning Committee approve the agenda as amended.

**Moved: Chief Wood**

**Carried.**

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

**Motion:**

That the Master Fire Planning Committee adopt the minutes of the February 11, 2016 meeting.

**Moved: Deputy Chief Jones**

**Carried.**

**5. Presentation (OFMEM Program Specialist Vincent Liu)**

Program Specialist Liu reviewed components of the *Essentials 2015: Municipal Fire Protection & Emergency Management* booklet provided. Focus was directed to: Municipal responsibilities under the Fire Protection and Prevention Act (FPPA); OFMEM directives, standards and guidelines; and OFMEM tools available for the Master Fire Planning (MFP) process. Program Specialist Liu will assist MFP Subcommittees by aiding groups in applying OFMEM tools (assessments and models) outlined in booklet. Program Specialist Liu reminded Committee that the provided document is currently under review and therefore subject to changes and invited the Committee to consider contacting the OFMEM to schedule a full day seminar presentation on the materials provided.

**Motion:**

That the Master Fire Planning Committee receive the presentation as given.

**Moved: R. Madill**

**Carried.**

**6. Business arising from the minutes**

None.

**7. Business**

**7.1 Declarations of interest**

None.

**7.2 MFP Governance Model – Appendix A**

Roles and responsibilities of each group listed in the Governance Model were discussed. Overlap may exist between components of each subcommittee.

**Motion:**

That the Master Fire Planning Committee approve the Governance Model as provided.

**Moved: R. Madill**

**Carried.**

7.3 Review and Confirm MFP Mandate

7.3.1 Terms of Reference: Purpose & Background

Terms of Reference were discussed. Report going forward to fill the vacant Councillor member position on the Committee at the Council meeting of February 22, 2016.

7.3.2 Council Referral of March 30, 2015 General Committee Minutes

*“5.2 Implications of Removal of Fire Truck and Adding to Staff Complement - Moved by Councillor Haywood:*

*That Council direct staff to report on the implications if Fire and Emergency Management Services were to remove one fire truck from service and if Fire and Emergency Services were allowed to hire three additional fire prevention officers at a total cost of \$300,000.*

*Carried.”*

MFP process to be completed prior to the examination of the implications set forth in the above Council Referral.

7.3.3 Budget Steering Committee - February 9, 2016 (Haywood: scenarios 0%, inflation & inflation +1)

Scenarios as presented have not been approved by Council at this time. These are financial considerations to be woven into the process at a later stage. Budget goes before Council on March 7, 2016.

**Motion:**

That the Master Fire Planning Committee approve the MFP Mandate as presented.

**Moved: M. Vail**

**Carried.**

## 7.4 Future Committee Business Items

Co-chairs and Chief Wood will ensure the Master Fire Plan 10 Step Process is followed; the order of the steps may be adjusted as required.

### 7.4.1 February 25<sup>th</sup> Agenda

- Fire Services Program Overviews  
Fire Services staff will provide brief presentations on their area of expertise and answer questions from Committee members.
  - Suppression –Deputy Chief Larry Jones
  - Communication – CCO Donna Gill
  - Fire Prevention – CFPO Frank Donati
  - Training –CTO Kevin Tait
- Review first draft of MFP Work Plan & Schedule  
10 steps projected for future meetings

### 7.4.2 March 10<sup>th</sup> Agenda

- Chief Wood to report on the implementation status of recommendations from previous Master Fire Plans
- Final MFP Work Plan and Schedule to be presented for Committee approval.

### 7.4.3 March 17<sup>th</sup> Agenda

- Subcommittee Progress Updates  
Subcommittees to report on progress at weekly MFP Committee meetings beginning on this date.
- Fire Station Tours  
Schedule of Station tours and attendees was discussed.

#### **Motion:**

That Chief Wood coordinate with City Clerk Bonnie Nistico-Dunk to schedule a tour of the 6 Fire Stations on a Saturday morning (date to be determined) and invite Mayor Sendzik and members of Council to attend.

**Moved: Councillor Phillips**

**Carried.**

### 7.4.4 March 24<sup>th</sup> Agenda

- Subcommittee Progress Updates

**Motion:**

That the Master Fire Planning Committee approve the Future Committee Business Items as presented.

**Moved: Deputy Chief Jones**

**Carried.**

7.5 Subcommittees

7.5.1 Review of Draft Mandates

Capabilities:

Conduct a comprehensive examination and assessment of core services provided to the community and report on the reason for the services; the potential impact if the service is discontinued; and costs associated with each service. Metrics will be used to evaluate and determine the equipment and manpower required to maintain current services and the potential risk to the community if a service is discontinued.

Community Risk:

Use Fire Risk Sub Model to complete Risk Assessment. Process requires examining files for existing buildings in the City: determining compliance with Building and Fire Codes; review Fire Investigation data from the Fire Prevention Office and the OFMEM and Public Education information. Numerous factors are compiled to determine risk including the age of the building, probability of a fire event and the cause and effect to the community if this occurred. Data is consolidated to rate each building in terms of fire risk (Extreme, High, Medium, or Low).

Economic Circumstances:

Overall financial viability will be reviewed. Conduct a thorough review and develop a report that identifies, analyzes and assesses the City's current and future economic condition and outlook, as it relates to the funding requirements of Fire Services in providing an appropriate level of fire protection services in an effective and efficient manner.

#### 7.5.2 Chairs and staff members in each Subcommittee

##### Capabilities Subcommittee

Chair - Deputy Chief Larry Jones

Chief Communications Officer Donna Gill

Brian Lobbezoo, Communication Technician

Jay Visser, Training Officer

Don Sherren, Training Officer

Mike Vail, Vice President St. Catharines Professional Firefighter's Association

##### Community Risk Subcommittee

Chair – Deputy Chief Monique Belair

Chief Fire Prevention Officer Frank Donati

Chief Training Officer Kevin Tait

Nathan Melin, Senior Inspector

Lars Larson, Senior Inspector

Ryan Madill, President St. Catharines Professional Firefighter's Association

##### Economic Circumstances Subcommittee

Chair - Fire Chief Dave Wood

Kristine Douglas, Director of Financial Management Services (*or alternate*)

Ryan Madill, President St. Catharines Professional Firefighter's Association

Chief Wood recommended holding Subcommittee meetings during the day, potentially Tuesdays, to ensure Subcommittees can report to the MFP Committee at scheduled Thursday afternoon meetings.

#### **Motion:**

That the Master Fire Planning Committee receive Chief Wood's presentation on Subcommittee Mandates and Members as presented.

**Moved: K. Douglas**

**Carried.**

#### 7.5.3 Ex Officio members

Co-chairs and Chief Wood to attend various Subcommittee meetings to stay informed of progress. Councillor Committee members are encouraged to attend various Subcommittee meetings as well.

Question was raised regarding what stage of the process would look into the number and location of Fire Stations. GIS mapping has been used to determine the location and numbers of Stations. Fire Services contracted Dillon Consulting to complete GIS mapping for previous Master Fire Plan process. The International Association of Fire Fighters (IAFF) provided the St. Catharines Professional Firefighter's Association with its GIS mapping report, which mirrored Dillon Consulting's report. Discussion focused whether there is a need for updated GIS mapping as much of the City's geography remains unchanged. Growth in the West end and changes to staffing numbers in vehicles present possible reasons to conduct GIS mapping to address Station numbers and location.

**Motion:**

That Fire Services staff determine if they will utilize IAFF GIS mapping or contract an outside consultant to provide GIS mapping and report decision back to the Master Fire Planning Committee.

**Moved: Commissioner Chemnitz**

**Carried.**

**8. Date of next meeting**

Thursday, March 10, 2016

**Note:**

**No meeting February 25, 2016 (meeting cancelled).**

**No meeting March 3, 2016.**

**9. Motion to Adjourn**

**Moved: Chief Wood**

**Carried.**

5:52 pm

## Appendix A

