

Master Fire Planning Committee

Minutes

Thursday, March 10, 2016

Station 4 – 427 Merritt Street: Training Room at 4:30 p.m.

Attendance:

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

Absent:

Councillor Bill Phillips
Fire Chief Dave Wood
Ryan Madill, President St. Catharines Professional Firefighter's Association

Invited Guests:

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

1. **Call meeting to order (Chair: Commissioner Chemnitz)**
4:34 pm
2. **Additions/Deletions to the Agenda**
None.
3. **Motion to approve the agenda**
Motion:
That the Master Fire Planning Committee approve the agenda as presented.
Moved: Deputy Chief Jones **Carried.**
4. **Motion to adopt the minutes of the previous meeting**
Motion:
That the Master Fire Planning Committee adopt the minutes of the February 18, 2016 meeting.
Moved: M. Vail **Carried.**

5. Presentations (invited guests)

None.

6. Business arising from the minutes

None.

7. Business

7.1 Declarations of interest

None.

7.2 Fire Services Program Overviews

7.2.1 Suppression – Deputy Chief Jones (*Appendix A*)

The organizational structure and staffing levels of the Suppression Division were presented. The location of Fire Stations was determined through GIS mapping to ensure that Fire Services maintains a 5 minute response time anywhere in St. Catharines 90% of the time. Strategic location of stations allows Fire Services to assist roaming services such as EMS and NRP with calls.

The roles of different types of Fire Services vehicles were discussed. City mechanics have been certified as Emergency Vehicle Technicians, allowing them to complete many required repairs and annual inspections, resulting in cost savings for the Department. Mutual Aid and Automatic Aid agreements with other municipalities were discussed. Fire Services responds to a variety of calls including: structure fire, remote alarm, water/boat rescue, police assist, medical response, technical rope, unknown 9-1-1 and motor vehicle collisions.

7.2.2 Training – Deputy Chief Jones (*Appendix A*)

The structure and roles of the Training Division were presented. The Training Division is responsible for researching and overseeing the purchase and maintenance of equipment and apparatus; professional development including development and delivery of the recruitment program; and ensuring departmental compliance with professional standards and safety legislation.

Training programs are held at various locations, including the Training Tower and the old GM building. A question was raised about the current state of the Training Tower. An Engineer's report concluded that the tower is unusable in its current state. The cost to replace the tower would range from \$1 – 2 million dollars. The Training Tower is a

priority for Fire Services as it supports training for St. Catharines Fire Services and generates revenue as it is available for use from other municipalities through the schedule of rates and fees.

Discussion ensued about the challenge for secondary students who want to pursue a career in Fire Services. The Training Division attends career days at secondary schools to educate students about the various paths to a career in Fire Services including post-secondary opportunities to further their education. Fire Services also participates in Take Your Kid to Work day and all Fire Stations have an open door policy to answer questions from the public.

7.2.3 Fire Prevention – Deputy Chief Belair (*Appendix B*)

Organizational structure and roles of staff in Division were presented. All staff in Fire Prevention are recognized Assistants to the Fire Marshal, allowing them to enter premises without a warrant. Some staff members are certified as Building Inspectors under the Building Code. Fire Prevention's duties include: the creation and enforcement of by-laws, inspections of existing buildings, public education, the building permit process, fire safety plan reviews and approvals and fire investigations.

The Fire Services website is maintained by Fire Prevention staff in cooperation with Corporate Communications. The potential development of a Fire Services twitter account is being examined by Corporate Communications.

7.2.4 Communications – Deputy Chief Belair (*Appendix C*)

The organizational structure of the Communications Division, including minimum staffing level of 2 Communicators at all times. St. Catharines Communications Division is the 5th largest dispatch centre in Ontario, servicing 13 municipalities. In 2014, 42% of all calls received pertained to St. Catharines. Communications received 18,104 calls in 2015. Final call statistics from 2015 are not available at this time. Division now equipped to receive 9-1-1 calls via text in order to better serve deaf, hard of hearing and speech impaired citizens.

Motion:

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

Moved: Councillor Bellows

Carried.

Motion:

That the Master Fire Planning Committee defer agenda items 7.3 and 7.4 to the meeting of March 17, 2016.

Moved: Councillor Stevens

Carried.

7.3 Subcommittee Updates (schedule, work plan)

7.3.2 Capabilities

7.3.3 Community Risk

7.3.4 Economic Circumstances

7.4 Fire Services Review Work Plan and Schedule

8. Date of next meeting

Thursday, March 17, 2016

Discussion about the proposed Fire Station tour for Committee members on March 19, 2016 (further details to be determined) ensued.

Motion:

That the Master Fire Planning Committee cancel the meeting of March 24, 2016 in lieu of the proposed Fire Station tour scheduled for March 19, 2016.

Moved: Councillor Stevens

Carried.

9. Motion to Adjourn

Moved: Councillor Bellows

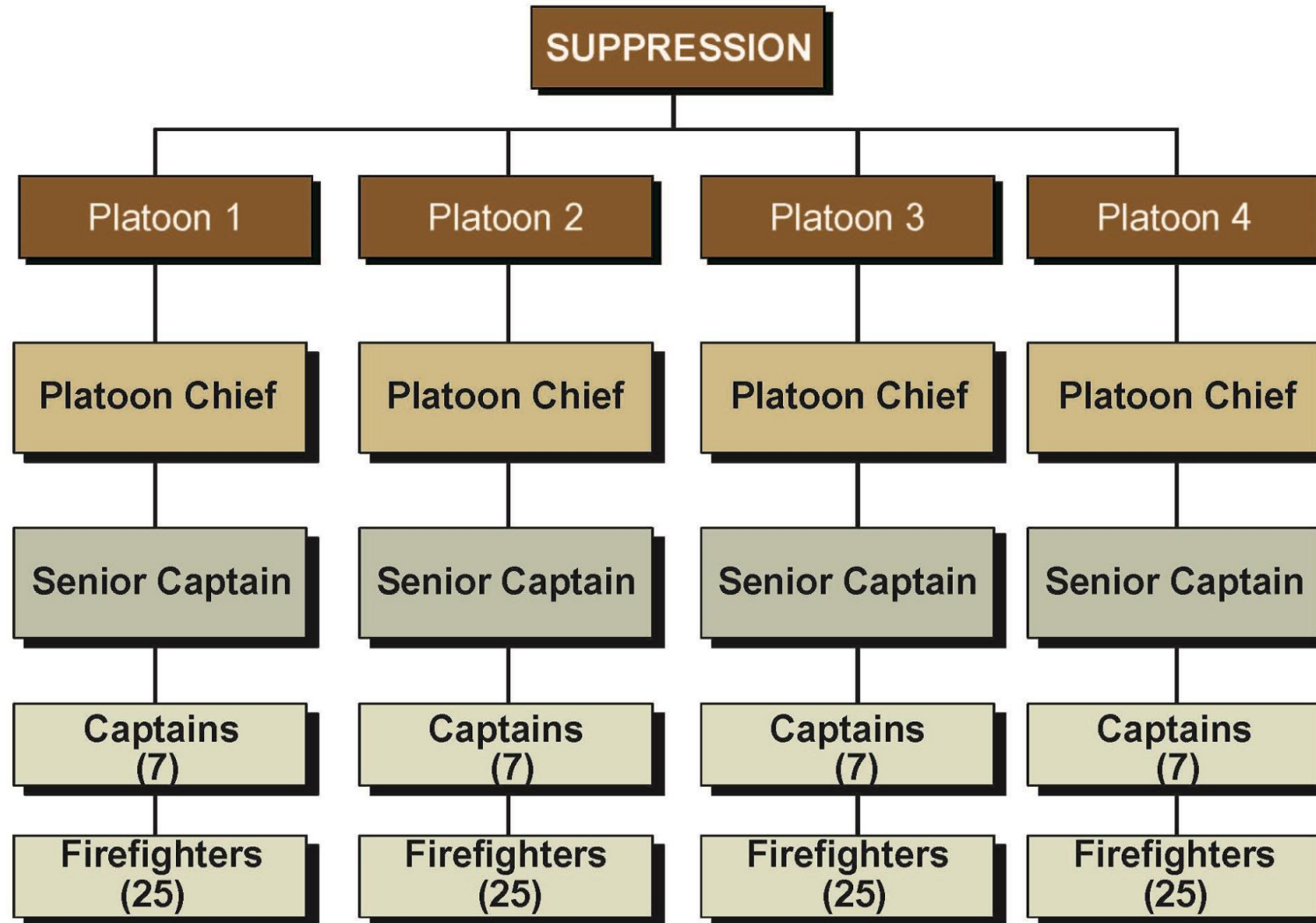
Carried.

6:13 pm

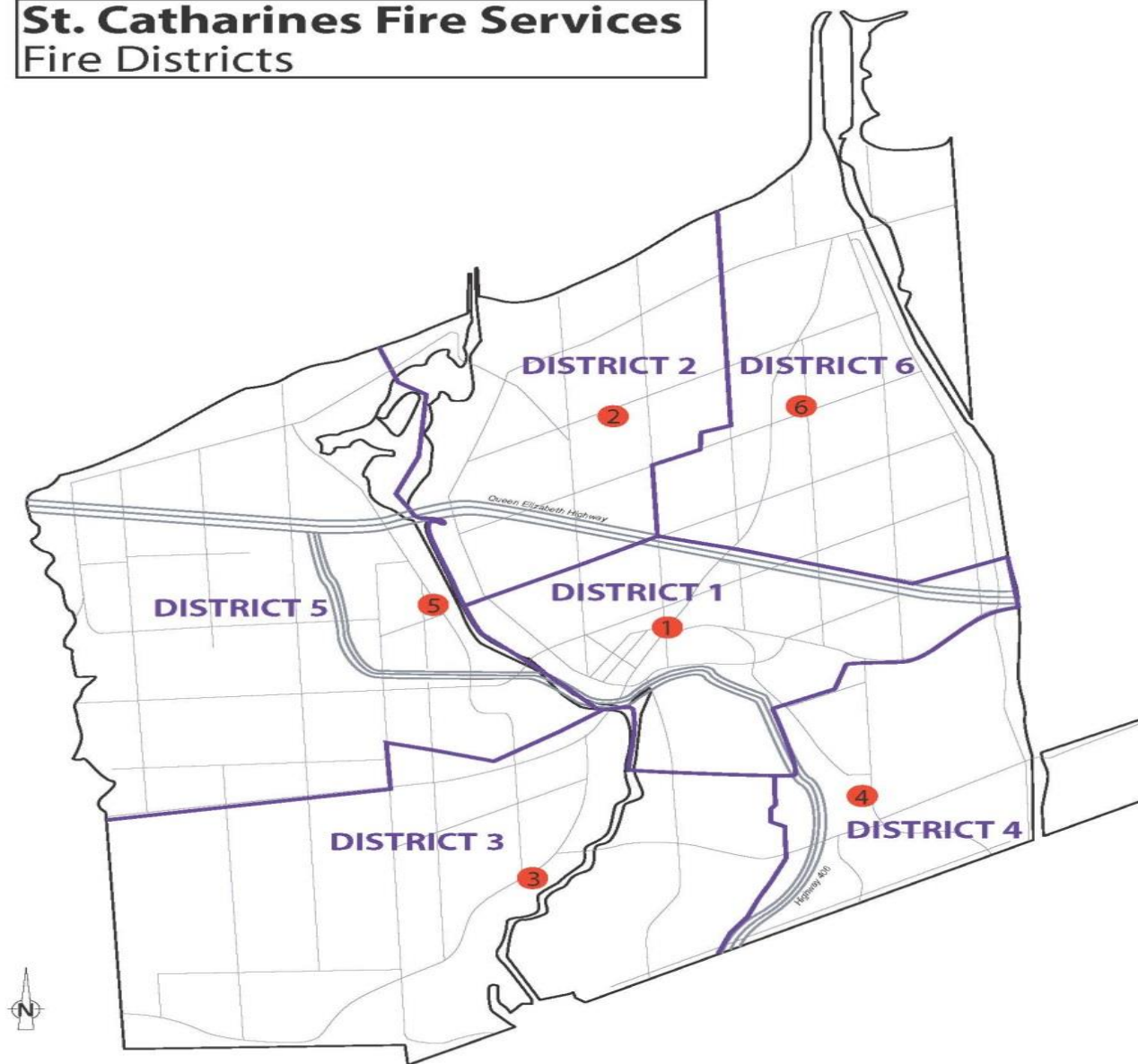
St Catharines Fire Services *“Suppression Division”*



Suppression Layout



St. Catharines Fire Services Fire Districts



Station 2

190 Linwell
Rd
1 Pump
Boat 2



Station 6

465 Scott St
1 Pump



Station 5

149 Martindale
Rd
1 Pump
1 Ladder



Station 1

64 Geneva
St
1 Pump,
Platoon
Chief,
Rescue,
Boat 3



Station 3

285 Pelham Rd
1 Pump


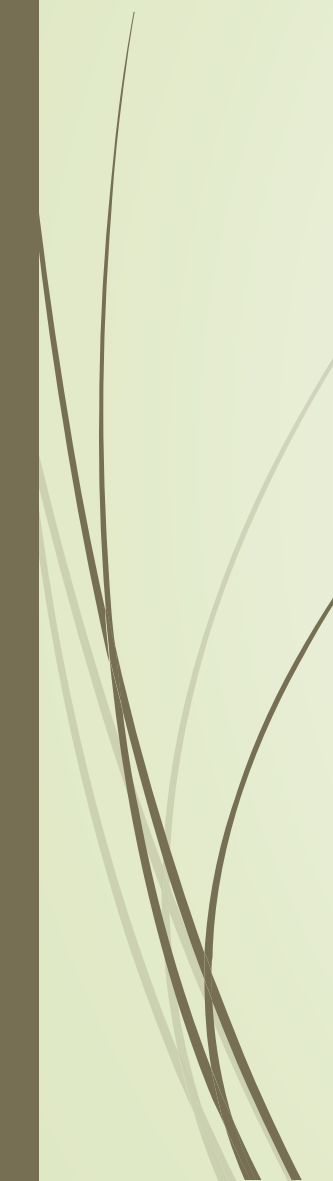


Station 4

427 Merritt St
1 Pump
1 Ladder



Suppression Fleet Vehicles

- 
- 
- Pump - 1998 - American LaFrance
 - Pump - 2001 - Freightliner
 - Pump - 2003 - Freightliner
 - Pump - 2005 - Sutphen Shield
 - Pump - 2005 - Sutphen Shield
 - Pump - 2008 - Smeal
 - Pump - 2009 - Eastway
 - Pump - 2014 - Metrostar
 - Rescue - 2010 - Eastway
 - Aerial - 2004 - Sutphen
 - Aerial - 2007 - Sutphen
 - Aerial - 2008 - Sutphen
 - Car 4 - 2008 - GMC Savana Van (Command Unit)

Response Protocol Types

Structure Fires

Remote Alarms

Lift Assists

Vehicle Fires

Grass/Brush/Tree Fire

Burning Complaints

Motor Vehicle Collisions

Downed Power Lines

Industrial Incidents

(Chemical, Dust Collectors)

Agricultural/Greenhouse

(Fertilizers and Chemicals)

Medical Response

Carbon Monoxide Investigations

Hazardous Material Response

Open Burning

Mutual/Automatic Aid

Non Emergency Assist

Water/Boat Rescue

Unknown 911

Shipboard Fire Fighting

Marijuana Grow Ops

Flooding

Police Assist (Bomb threats, welfare checks etc.)

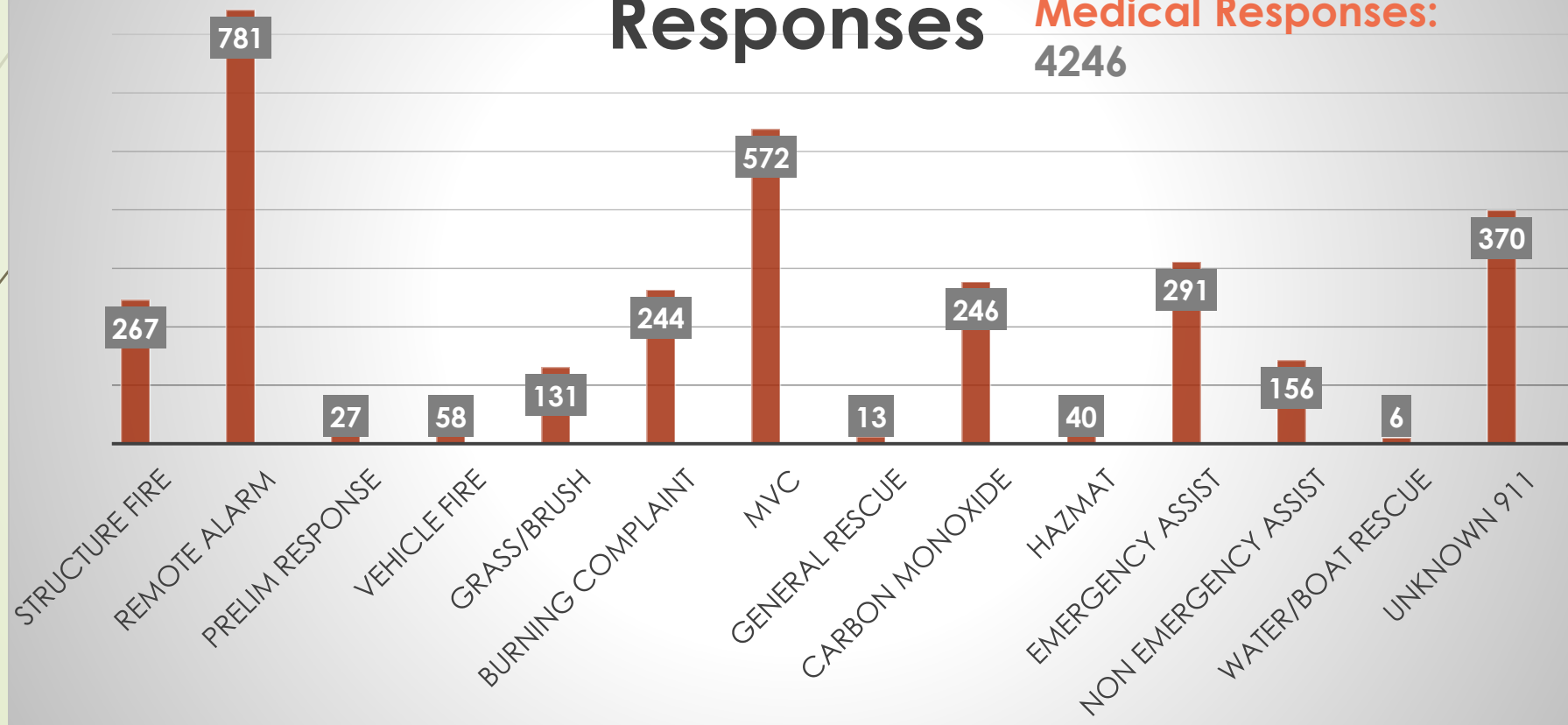


Specialized Response

- **Technical Rope Rescue/Confined Space**
- **Boat Rescue**
- **Ice Water Rescue**
- **Swift Water Rescue**
- **Hazardous Material Response**
- **Auto Extrication**

2015 City of St. Catharines Responses

Medical Responses:
4246



Total Responses 7448

Training





Equipment / Apparatus

- Research & Evaluation
- Purchasing
- Inspection
- Certification
- Repair
- Training facilities administration (internal and external use)





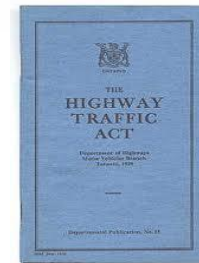
Professional Development

- Departmental Curriculum - development, delivery, administration and maintenance
- Personnel Training – certification, records management, administration and maintenance
- Recruit Training - program development, delivery, administration and maintenance
- Reclassification and Promotional Evaluation - program development, delivery, administration and maintenance for all personnel
- Professional Standards Qualification - research and correlation (NFPA, ULC, CSA, IFSAAC, Pro Board)



Safety

- Legislative compliance (OHSA, HTA, FPPA, etc)
- Development and maintenance of standard operating guidelines
- Develop and maintain focus on changing study of fire science
- Administer pre-incident planning program





Technical and Specialty Rescue

Provide training and certification to personnel for:

- Emergency Patient Care
- Technical Rope Rescue
- Water Rescue
- Ice/Swift Water Rescue
- Boat Rescue
- Hazardous Materials
- Extrication Rescue





Technology

- Application (smartphone, tablet) research for response information
- Use of online learning resources
- Creation of electronic media, documents for training





Outside Agencies

Foster and maintain relations with the following:

- Niagara Regional Training Officers Association
- Niagara Emergency Medical Services
- Ontario Association of Fire Training Officers (education, critical incidents study)
- Ontario Association of Fire Chiefs
- Office of the Fire Marshall and Emergency Management
- Ontario Fire College
- Ontario Power Generation
- Hydro 1
- Horizon Utilities



ONTARIOPOWER
GENERATION



OFMEM
e-Bulletin





Outside Agencies cont'd

Foster and maintain relations with the following:

- Enbridge
- Ministry of Natural Resources
- Region of Niagara
- Canadian National / Canadian Pacific Railways
- Ministry of Transport of Ontario
- Ontario Provincial Police
- Niagara Regional Police
- Toronto Police Marine Unit
- Coast Guard
- Brock University
- St Lawrence Seaway Authority



QUESTIONS???





2016 Fire Services Review Committee Fire Prevention Division Presentation



St. Catharines Fire Services

APPENDIX B



Fire Prevention Overview

The Fire Prevention Division consists of :

- 1 Chief Fire Prevention Officer
- 1 Fire Prevention Officer
- 4 Senior Inspectors
- 2 Inspectors (currently 1 vacancy)



Fire Service Legislative Authority

Fire Prevention and Protection Act

includes the Ontario Fire Code

Council Direction

Municipal Act

Other Legislation



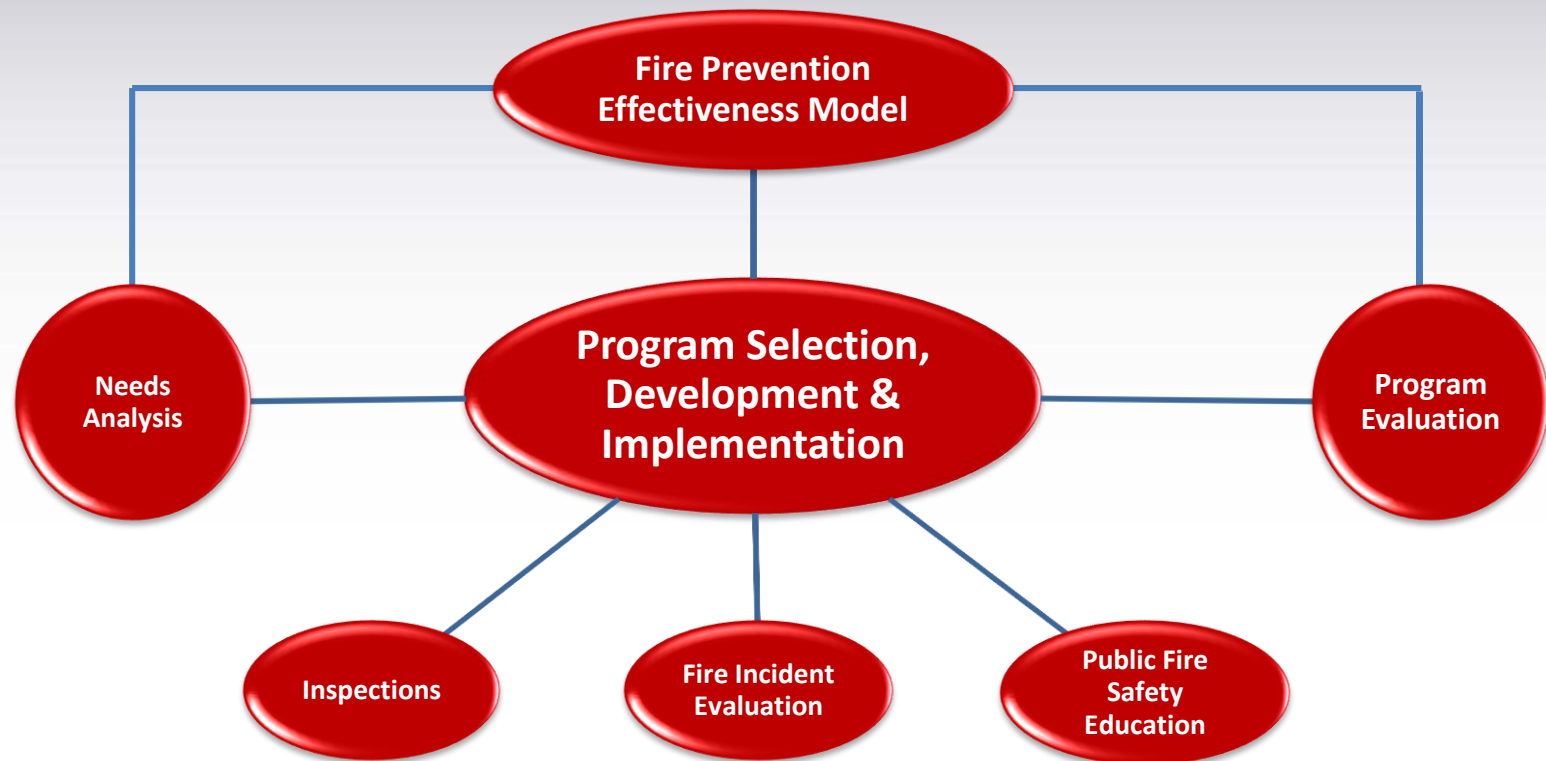
Three Lines of Defense

As a principled approach to delivering effective and efficient fire protection services, the OFMEM advocates the Three Lines of Defence to prevent and mitigate fire loss, injury and death, and promoting firefighter safety within a community.

Public Fire Safety Education
Fire Safety Standards & Enforcement
Fire Suppression



Fire Prevention Effectiveness





Simplified Risk Assessment

The simplified risk assessment is made up of the following components:

- demographic profile
- building stock profile
- local and provincial fire loss profiles
- information analysis and evaluation
- priority setting for compliance
- implementing solutions



Fire & Life Safety Education

Fire and Life Safety Education is now the #1 priority for the Fire Service and the Fire Prevention Division leads the way.

During the past 12 months these initiatives have included:

- Spring Family Funfest
- Kitchen Fire Safety for Seniors
- Fire Prevention Week Open House
- CO Awareness Week
- Christmas Fire Safety
- Fire Extinguisher Training
- Station Tours
- School Visits
- TAPP-C, Juvenile Fire Setters Program
- After the Fire Smoke Alarm Program
- St Catharines Transit Partnership





Property Inspections for Code Compliance

Inspections originate from a variety of sources and include:

- Complaints & Requests
- Retrofit of existing occupancies
- Real Estate & Legal Requests
- Business Licenses
- Vulnerable Occupancies (Provincially Mandated)
- Liquor License
- Home Daycares / Home Share Program
- Identified High Risk Occupancies





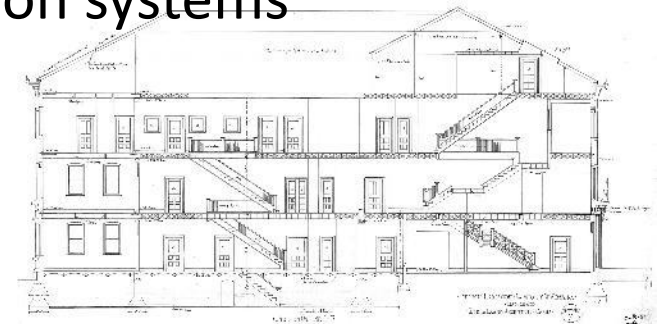
Building Permit Process

Inspectors are designated as Building Inspectors for fire protection systems.

Plans review prior to construction/renovation

Final Inspections of:

- Fire alarms
- Sprinkler systems
- Emergency lighting and generators
- Exit signage
- Commercial cooking fire suppression systems
- Firefighting Water
- Special extinguishing systems





Fire Investigations

- All staff are trained and certified in Fire Cause Determination
- Provincial Legislation requires Fire Prevention to conduct investigations
- Specific criteria for notifying the OFMEM to investigate, will then assist in the investigation





Legal

The goal of Fire Prevention is to achieve compliance. At times it is necessary to initiate prosecutions for non compliance with the Fire Code or the FPPA

FPO Staff can be called as witnesses at various tribunals, commissions and trials. Court can and has included attendance for:

- Civil
- Provincial
- Criminal

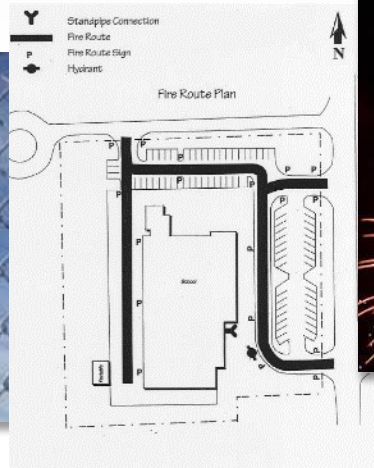
FPO Staff may be called in as expert witnesses





Other Duties Assigned to Fire Prevention Include:

- Firework and Pyrotechnics review & approvals
- Fire Safety Plan review and approvals
- Designation of Fire Routes – including enforcement
- Develop and Review by-laws related to fire safety
- Evaluate statistics and programs to effectiveness and to adjust programing to fit communities needs





Fire Prevention Officer Standards

Since 2014, the OFMEM has transitioned from Ontario specific requirements for inspectors to the National Fire Protection Association certifications:

- NFPA 1031 – Fire Inspector Level 1
 - NFPA 1031 – Fire Inspector Level 2
 - NFPA 1031 – Fire Inspector Level 3
 - NFPA 1035 – Fire Life Safety Educator
 - NFPA 1035 – Public Information Officer
 - NFPA 1033 – Fire Investigator
-
- Certification requirements ranges from 40hrs to 300hrs of class and practical and requires continued education and periodic recertification.
 - Certification is completed through the 3rd party Pro Board





Questions

St. Catharines Fire Services



2015 Fire Service Review Presentation



Communications Division

St. Catharines Fire Services

APPENDIX C



Communications

1 Chief Communications Officer

11 full time Communicators, with minimum staffing of 2 persons, 24/7

1 Communications Technician who oversees our radio system

St. Catharines Fire Services





Communicators are the first contact with the public for 13 fire departments in Southern Ontario.

In 2015, 18,104 calls for service were processed through St. Catharines Fire Communications.

Emergency calls are processed in an average of 20 seconds.



At Fire Station 4 there are 3 full dispatch stations with 3 call taker positions.

Headquarters remains as a “hot” backup.

Fire Communications is now capable of receiving Text with 9-1-1 calls for the deaf, hard of hearing and speech impaired citizens.



St. Catharines provides 9-1-1 call answering and dispatch services for...

City of St. Catharines

Town of Fort Erie

Town of Grimsby

Haldimand County

Town of Lincoln

Niagara-on-the-Lake

Town of Pelham

City of Port Colborne

City of Thorold

Township of Wainfleet

City of Welland

Town of West Lincoln

Norfolk County

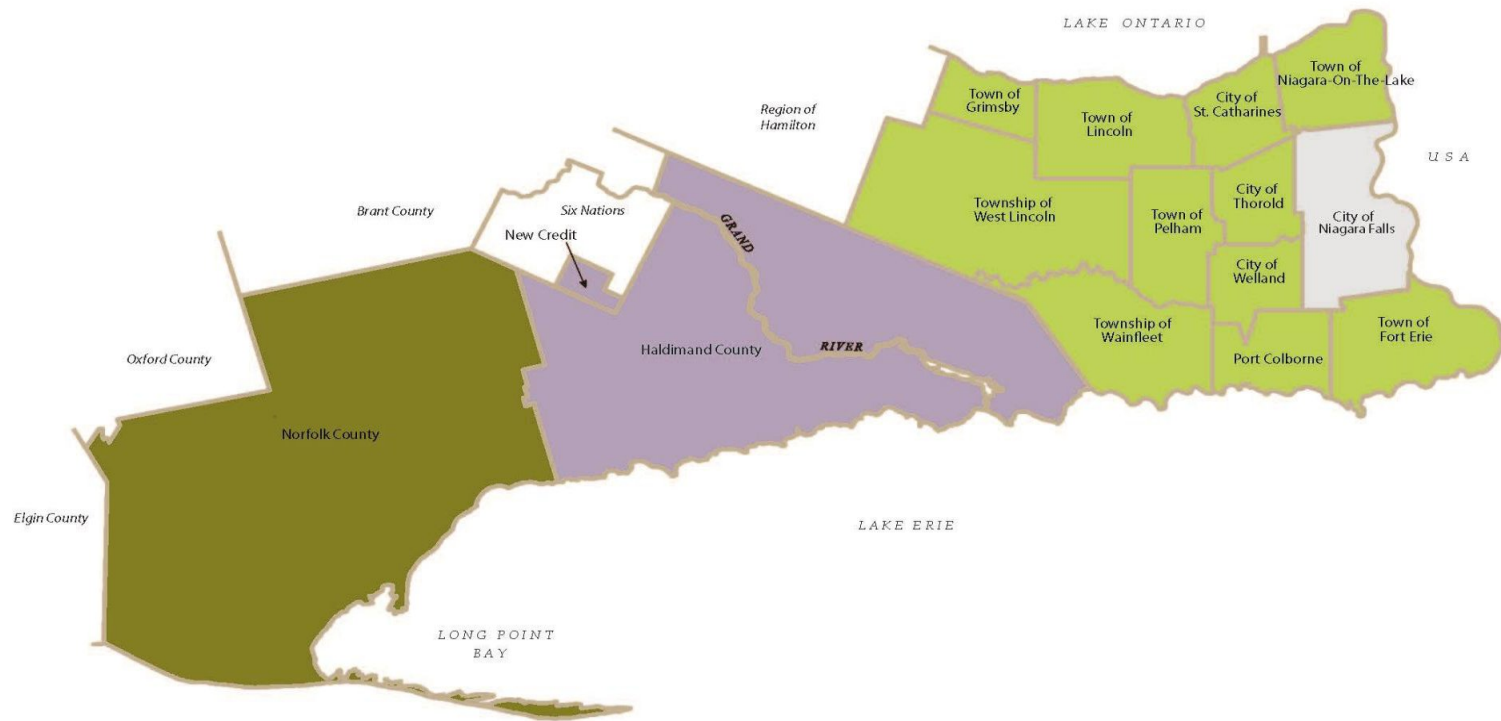


Area, Population, Stations and Apparatus 2016

	Area (sq. km)	Pop 2011	Stations	Apparatus
Fort Erie	166.35	29,960	6	18
Haldimand	1251.58	44,876	12	40
Grimsby	68.94	25,325	2	7
Lincoln	162.86	22,487	4	12
NOTL	132.83	15,400	5	15
Norfolk	1607.00	63,000	11	42
Pelham	126.42	16,598	3	12
Port Colborne	121.97	18,424	1	8
St. Catharines	96.11	131,400	6	15
Thorold	83.09	17,931	4	14
Wainfleet	217.29	6,356	4	7
Welland	81.09	50,631	4	11
West Lincoln	387.72	13,837	2	9
	4503.25	456,225	64	210



St. Catharines Fire Communications 2016 Area of Coverage



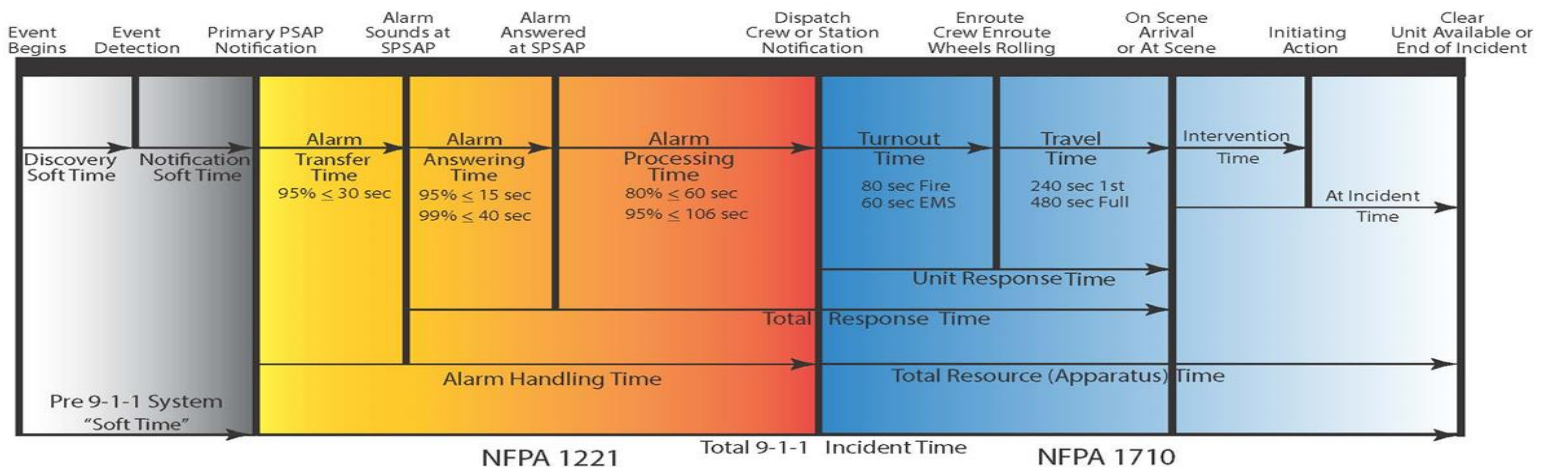


9-1-1 Call Statistics

Statistics are analyzed monthly to ensure we are meeting best practice standards such as NFPA.



Timeline of an Emergency Call Where PSAP is Secondary



*Not to scale

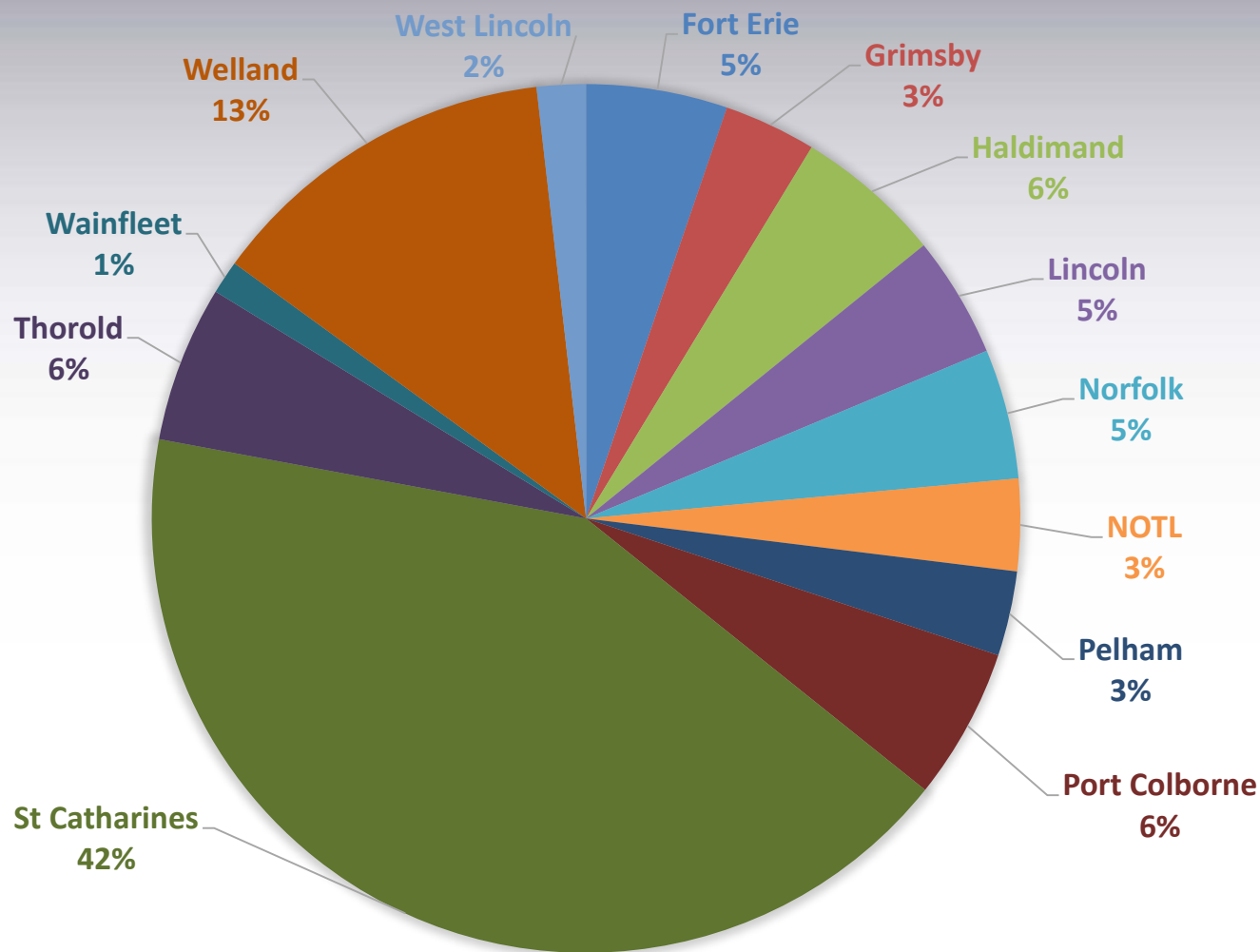
St. Catharines Fire Services



9-1-1 Call	9-1-1 Call Answered at P-PSAP	9-1-1 Call Offered to S-PSAP	End of Answered at S-PSAP	Time Taken Call	Waiting Time to Answer at S-PSAP	Total Time for Caller	for Call Treatment
	2015-09-29	12:45:31	12:45:34	12:46:08	00:00:03	00:00:18	00:00:52
	2015-09-29	14:04:27	14:04:39	14:04:54	00:00:12	00:00:28	00:00:43
	2015-09-29	14:22:03	14:22:09	14:24:41	00:00:06	00:00:20	00:02:52
	2015-09-29	14:55:51	14:56:02	14:56:29	00:00:11	00:00:37	00:01:04
	2015-09-29	15:17:49	15:17:59	15:18:22	00:00:10	00:00:25	00:00:48
	2015-09-29	16:56:09	16:56:16	16:57:37	00:00:07	00:00:32	00:01:53
	2015-09-29	17:02:25	17:02:28	17:02:45	00:00:03	00:00:18	00:00:35
	2015-09-29	19:41:22	19:41:28	19:43:24	00:00:06	00:00:21	00:02:17
	2015-09-29	19:45:34	19:45:45	19:46:18	00:00:11	00:00:28	00:01:01
	2015-09-29	20:22:21	20:22:28	20:22:46	00:00:07	00:00:18	00:00:36
	2015-09-29	21:35:00	21:35:03	21:35:44	00:00:03	00:00:18	00:00:59
	2015-09-29	23:48:23	23:48:29	23:49:22	00:00:06	00:00:24	00:01:17
	2015-09-30	05:32:15	05:32:26	05:34:23	00:00:11	00:00:30	00:02:27
	2015-09-30	06:49:49	06:49:58	06:50:17	00:00:09	00:00:23	00:00:42
	2015-09-30	07:02:38	07:02:48	07:03:01	00:00:10	00:00:21	00:00:34
	2015-09-30	07:25:52	07:25:57	07:26:09	00:00:05	00:00:19	00:00:31
	2015-09-30	07:26:45	07:26:56	07:27:07	00:00:11	00:00:22	00:00:33
	2015-09-30	09:46:10	09:46:16	09:47:24	00:00:06	00:00:23	00:01:31
	2015-09-30	10:35:24	10:35:28	10:36:34	00:00:04	00:01:27	00:02:33
	2015-09-30	10:56:58	10:57:03	10:57:20	00:00:05	00:02:16	00:02:33
	2015-09-30	11:27:56	11:28:01	11:28:26	00:00:05	00:00:18	00:00:43
	2015-09-30	11:47:49	11:48:00	11:48:12	00:00:11	00:00:28	00:00:40
	2015-09-30	11:58:51	11:58:59	11:59:16	00:00:08	00:00:20	00:00:37
	2015-09-30	13:07:44	13:07:51	13:08:05	00:00:07	00:00:34	00:00:48
	2015-09-30	13:51:00	13:51:08	13:51:23	00:00:08	00:00:34	00:00:49
	2015-09-30	13:53:49	13:53:54	13:54:08	00:00:05	00:00:23	00:00:37
	2015-09-30	13:58:01	13:58:08	13:58:22	00:00:07	00:00:23	00:00:37
	2015-09-30	14:06:39	14:06:46	14:07:40	00:00:07	00:00:25	00:01:19
	2015-09-30	14:08:21	14:08:29	14:08:52	00:00:08	00:00:27	00:00:50
	2015-09-30	14:27:01	14:27:09	14:27:37	00:00:08	00:00:18	00:00:46
	2015-09-30	14:46:32	14:46:42	14:46:59	00:00:10	00:00:25	00:00:42
	2015-09-30	14:53:18	14:53:27	14:53:47	00:00:09	00:00:26	00:00:46
	2015-09-30	15:30:47	15:30:55	15:31:11	00:00:08	00:00:24	00:00:40
	2015-09-30	17:55:02	17:55:16	17:56:36	00:00:14	00:00:46	00:02:06
	2015-09-30	18:01:46	18:01:56	18:02:45	00:00:10	00:00:24	00:01:13
Number of		620		Average time:	00:00:08	00:00:27	00:01:16
				Maximum	00:00:47	00:03:19	00:04:54

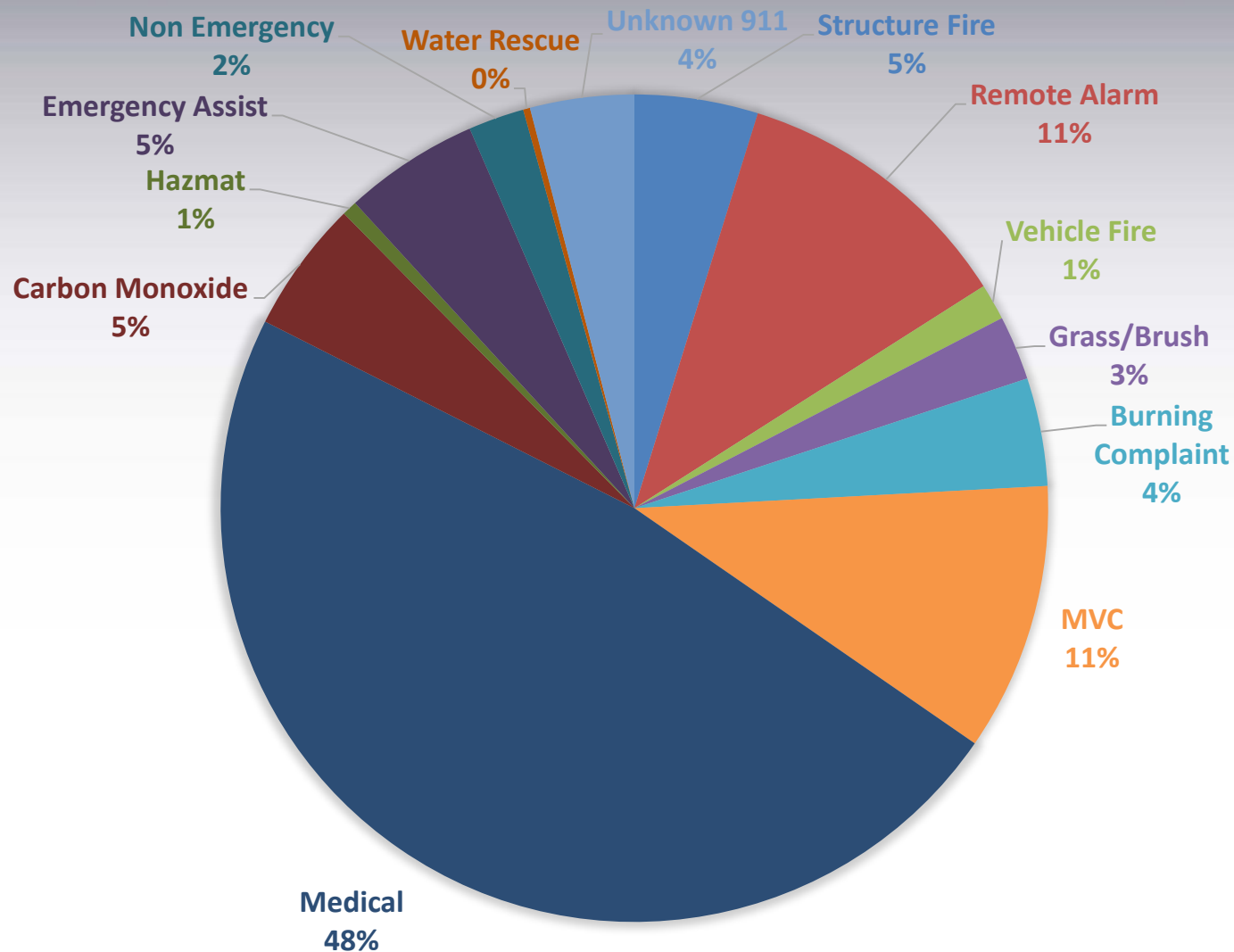


2014 FIRE DISPATCH RESPONSE BY MUNICIPALITY





2014 FIRE DISPATCH BY RESPONSE PROTOCOL





Questions

St. Catharines Fire Services

