

Master Fire Planning Committee

Minutes

Thursday, March 17, 2016

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

Attendance:

Councillor Sandie Bellows
Councillor Bill Phillips
Councillor Jennifer Stevens
Bryan Shynal, Commissioner of Operations
Ryan Madill, President St. Catharines Professional Firefighter's Association
Fire Chief Dave Wood
Deputy Fire Chief Larry Jones
Deputy Fire Chief Monique Belair

Absent:

Mike Vail, Vice President St. Catharines Professional Firefighter's Association
Shelley Chemnitz, Commissioner of Corporate Services
Kristine Douglas, Director of Financial Management Services
Vincent Liu, Program Specialist Office of the Fire Marshal and Emergency Management

Staff Liaison:

Fire Chief Dave Wood

1. **Call meeting to order (Chair – Commissioner Shynal)**
4:37 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: Councillor Stevens **Carried.**
4. **Motion to adopt the minutes of the previous meeting**
Motion:
That the Master Fire Planning Committee adopt the minutes of the

March 10, 2016 meeting.

Moved: Fire Chief Wood

Carried.

5. Presentations (invited guests)

None.

6. Business arising from the minutes

None.

7. Business

7.1 Declarations of interest

None.

7.2 Subcommittee Updates (schedule, work plan)

7.2.1 Capabilities – Deputy Fire Chief Jones (*Appendices A & B*)

Subcommittee Terms of Reference and work plan were presented. Subcommittee is using Training Division's *Capabilities Matrix* to determine capabilities and gaps in core services related to Training, Communications and Suppression.

Suppression will show current capabilities to deliver core services and identify potential gaps in service. For example, 5 trucks (4 Firefighters per vehicle) are required to respond to a structure fire under the Occupational Health and Safety Act (OSHA), the NFPA, and Fire Services' Incident Management protocol. This leaves 2 trucks available to respond to any other incidents within the city.

Tedious process to clearly define response for all types of calls. Subcommittee is meeting weekly to review progress. Completed individual work plans will be reviewed for accuracy and thoroughness. Work Plan includes scheduled meeting with Community Risk Subcommittee on May 13th to measure current capabilities against community risks and determine gaps.

7.2.2 Community Risk – Deputy Fire Chief Belair (*Appendices C, D & E*)

Terms of Reference and project management schedule were presented. Objectives include identifying all potential fire safety risks within all buildings in the city; those that are currently being addressed to the level prescribed by Council and those risks not being properly addressed, if applicable. Program Specialist Liu's role will be to provide resources including statistics from OFMEM. Fire Statistics have been provided up to 2013; have requested 2014 and 2015 statistics from the OFMEM.

Subcommittee meets weekly to review progress and is using Integrated Risk Management tool to assign risk level to all buildings within the city.

Fire Prevention's role in ensuring Fire Code compliance in new buildings and renovations to existing buildings was discussed. New, lightweight construction and vacant properties will be included in the Community Risk map.

Question was raised regarding who is responsible for maintaining vacant buildings. The property owner is responsible. The Fire Prevention Office has the authority under the Fire Code to ensure vacant buildings are boarded up. The FPO also notifies the Communications Division about vacant buildings as they can present hazards to Firefighters when responding.

Question was raised regarding which Subcommittee would examine fires in wooded areas. This falls under the Capabilities Subcommittee purview. The Fire Chief has the authority under the Fire Code to place a fire ban to limit all open pit burning, including agricultural in the event of a dry spell.

7.2.3 Economic Circumstances – Fire Chief Wood

Subcommittee will be meeting in the coming weeks to explore components and develop a Terms of Reference. Economic Circumstances will review a variety of areas including the Fire Services budget, employment rates and the Asset Management process.

Motion:

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

Moved: Councillor Stevens

Carried.

7.3 MFP Overview & Readiness Checklist – Fire Chief Dave Wood

The Committee's progress according to the Master Fire Plan 10 Step process was discussed.

7.3.1 Establish Planning Context (*step 1*)

The Planning Context has been established and Council has approved the development of the Master Fire Plan.

7.3.2 Establish Work Teams (*step 2*)

Chairs have been assigned to each subcommittee; terms of reference have been developed and work schedules and objectives clearly defined.

7.3.3 Analyze Risk (*step 3*)

Subcommittees are adhering to work schedules and timetables and gathering information to determine capabilities and risks in the community. Once this stage is completed, Subcommittees will meet to identify gaps between risks and capabilities. Analysis of these gaps will result in recommendations for the MFP.

7.3.4 Evaluate Risks & Capabilities (*step 4*)

Subcommittees are currently evaluating risks and capabilities.

Motion:

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

Moved: Councillor Phillips

Carried.

7.4 MFP Steering Committee Work Plan – Fire Chief Dave Wood

Progress report of the MFP Steering Committee was discussed as it pertains to the Master Fire Planning Governance model.

7.4.1 Confirms Mandate & “Terms of Reference” for the MFP Exercise

Terms of Reference for the Master Fire Planning Committee have been developed and Subcommittees formed.

7.4.2 Approves a Work Plan and Implementation Schedule

Fire Chief Wood meets weekly with Commissioner Shynal and Commissioner Chemnitz to determine schedule and develop meeting agendas.

7.4.3 Understands the Fire Services program

Subcommittees are currently working on this phase; developing plans, action items, gap analysis to create recommendations.

7.4.4 Understands key issues and challenges affecting the program over term of the Master Plan

Comprehensive recommendations were developed through the 2008 Master Fire Plan. However, some of the recommendations were not completed. Fire Chief Wood recommended that the Master Fire Planning Committee meet annually to ensure progress is being made on new recommendations.

Many of the recommendations were about infrastructure, the need for new Fire Stations. The Asset Management process determines the order in which city buildings are replaced and/or renovated.

Motion:

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

Moved: Councillor Bellows

Carried.

**7.5 Review Implementation Status of 2008 Master Fire Plan Recommendations
– Fire Chief Dave Wood**

Status of recommendations from the 2008 Master Fire Plan were presented.

1. Administration

This recommendation was not completed. The City is currently in the process of reviewing all programs through the Information Technology (IT) Department to examine licensing and determine what's needed and cost effective.

2. Suppression

The mandate to hire 4 Fire Fighters in year one and 4 more each year for the following 4 years was not approved by Council. In order to ensure 4 Fire Fighters on each apparatus as required through the NFPA, staff were reallocated from Ladder trucks to various stations. Two (2) Fire Stations have both a Pump and a Ladder (Aerial truck). If an Aerial truck is required to respond to a call, staff moves from the Pump truck to the Aerial.

3. Training

This recommendation has been partially completed. One (1) additional Training Officer has been added to the Division. Dedicated Shift Instructors have not been added. However, more Fire Fighters have volunteered to act as Instructors in their specialty while on shift.

4. Fire Prevention

This recommendation was completed by hiring a Public Education Media Relations Officer to cover the duties of a Public Fire Safety Technician.

5. Communication

This recommendation has been partially completed. The intent was to have 2 Communicators on duty at all times with an additional dedicated daytime Communicator on each platoon to assist and take all non-emergency calls (public works, notices of alarm shut offs, administrative calls). There is a dedicated daytime Communicator working Monday – Friday, but Communications is still short 1 daytime Communicator to meet recommendation of 1 daytime Communicator per Platoon.

6. Facilities

This recommendation has been partially completed. Fire Services thanks Council and the tax payers for Station 4 which houses an updated Communications Centre, the Training Division and 2 City boardrooms.

Station 2 and 3 were assessed through the Asset Management process 2-4 years ago and have had some upgrades including new windows and electrical updates. They remain classified to be reassessed to determine a timeline for replacement.

Station 1 was built in 1957 and is the 2nd oldest City building. Station 1 has had some upgrades. The bay doors are 10 feet high, which is not high enough to fit standard fire apparatus (12-16 foot doors required). Fire Services has to purchase custom built trucks which leads to extra expense in order to accommodate the 10 foot doors at Station 1. Renovations to Station 1 were examined and ruled out by engineers (e.g. extending the height of the doors, changing the directions of the doors to face Geneva Street and Welland Avenue and digging out and lowering the truck floor).

Question was raised about why Fire Services vehicles can't be left outside. The trucks can't lock, leaving expensive equipment vulnerable to theft; the water in the Pump trucks would freeze in the winter, breaking the pump; and the trucks have air brakes which require the air pressure

to be kept high enough that the vehicles can respond to emergencies immediately (there isn't time for the trucks to warm up).

Question was raised as to Fire Services' priority in terms of infrastructure. A new training facility (location to be determined) is the top priority. The training facility is necessary to meet training requirements. Without use of a training tower, staff would have to train in other municipalities, resulting in overtime costs as those sent out of the City would have to be replaced to maintain staffing levels. A training tower also generates revenue for the City as other municipalities rent it for their training purposes.

Question was raised as to the ages of Fire Service vehicles. Pump trucks are replaced every 15 years, Aerials every 20 years as determined through NFPA and Council.

Question was raised about which Fire Stations serve the Port Weller area and how Fire Services navigates the Canal bridges. Station 6 (Scott Street) and Station 2 (Linwell Road) service this area. All new construction in this area must have sprinklers. Fire Services has standard protocols to navigate bridge closures. Communications is notified of bridge closures to ensure the quickest response time possible.

Motion:

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

Moved: Councillor Stevens

Carried.

7.6 Confirm date and time of Station Tour

March 19th tour has been cancelled. April 2nd and 9th have been selected as tour dates, with tours beginning at 9:00 am. The Mayor and Council will be invited to attend either of the dates as the entire group cannot be accommodated at once. These tours are purely for informational purposes; to show Stations, apparatus and answer questions. In addition to the 6 Stations, the Training Tower and Fire Prevention Office will also be visited.

Motion:

That the Master Fire Planning Committee invite Mayor Sendzik and Council to attend 1 of 2 Station tours being held on April 2nd and 9th.

Moved: Councillor Phillips

Carried.

8. **Date of next meeting**
Thursday, March 31, 2016

9. **Motion to Adjourn**

Moved: Councillor Bellows
5:38 pm

Carried.

Fire Service Review

Capabilities Sub-Committee – “Terms of Reference”

Purpose:

The purpose of this sub-committee is to provide a detailed report of the capabilities, initiatives and requirements pertaining to all divisions within St Catharines Fire Services.

The mandate of committee is to identify the current delivery model of service to the community and the legislative responsibilities required among the Training, Communications and Fire Prevention Divisions

Upon completion of a comprehensive Risk Assessment, recommendations will be made in determining the Level of Service that will provide the most appropriate response abilities based on demographics, population, and hazards that exist within the City of St Catharines

Capabilities Sub-Committee Members:

- Management:
 - Deputy Chief Larry Jones
- Association Executive Member:
 - Assistant Platoon Chief Mike Vail
- Training Division Staff:
 - Training Officer Jason Visser
 - Training Officer Don Sherren
- Communications Division Staff
 - Chief Communications Officer Donna Gill
 - Communications Technician Brian Lobbezoo

Other members of the aforementioned Divisions may be requested as a resource for the Capabilities Sub-Committee

Responsibilities:

The Chair of the Sub-Committee will prepare a schedule and agenda for regular meetings in order to prepare, discuss and complete “Work Plans” assigned to all members of the Sub-Committee

Any member of the Sub-Committee will notify the Chair of the Sub-Committee when they are unavailable to meet timelines of any assigned tasks

Fire Service Review

Any member unable to attend a scheduled meeting will provide the Chair of the Sub-Committee with as much notice as possible

All members of the Sub-Committee are aware that all information gathered, shared or provided is of strict confidence and will not be shared with anyone outside of the Sub-Committee without permission from the Sub-Committee Chair or Chair of the Fire Service Review Committee

Review

Upon completion of the individual Work Plans, the Sub-Committee will convene to discuss and review each Work Plan to ensure all information within the document is current, accurate and grammatically correct

Once all Work Plans have been reviewed and approved, the Sub-Committee will meet with the Community Risk Sub-Committee to ensure that the findings of this committee have been considered and implemented into the Capabilities Work Plans Reports

Both Sub-Committees will create recommendations for the Fire Service Review as the basis for this report in defining the Core Services available from all divisions of Fire Services.

This report will provide council with all relevant information required in order to determine the Response Levels within the new Establishing and Regulating Bylaw

Capabilities Work Plan Schedule

Meeting Date	Person/Division	Task	Due Date	Completion
Feb 24, 2016	Training and Communications	Overview Meeting – Plan Capabilities Meeting to Assign Matrix Subjects	March 1, 2016	Complete
March 1, 2016	Training and Communications	Survey Capabilities “Work Plan” and determine if all areas have been accounted for	March 9, 2016	Complete
March 1, 2016	Training and Communications	Create Power Point to provide overview of Training, Suppression, Communication Divisions to MFP Committee	March 10, 2016	Complete
March 1, 2016	Larry Jones	Create Terms of Reference for Capabilities Sub-Committee	March 10, 2016	Complete
March 16, 2016	Training and Communications	Review “Work Plan” Assignments and create “Capabilities Matrix” to determine Gap Analysis	April 6, 2016	
March 17, 2016	Fire Prevention	Review “Work Plan” Assignments and create “Capabilities Matrix” to determine Gap Analysis	April 6, 2016	
April 6, 2016	Training and Communications	Present Capabilities Matrix to Capabilities Sub-Committee. Prepare final Draft of Matrix to send to Patricia Kraft to transfer into Master Fire Plan format	April 13, 2016	

APPENDIX B

April 13, 2016	Training/Communications and Fire Prevention	Present Capabilities Matrix to Capabilities Sub-Committee.	April 27, 2016	
April 27, 2016	Training/Communications and Fire Prevention	Present Capabilities Matrix to Capabilities Sub-Committee. Prepare final Draft of Matrix to send to Patricia Kraft to transfer into Master Fire Plan format	May 4, 2016	
May 4, 2016	Training/Communications and Fire Prevention	Review Final Draft and prepare for meeting with Community Risk Sub-Committee	May 13, 2016	

MASTER FIRE PLAN – COMMUNITY RISK SUBCOMMITTEE

Terms of Reference

RESPONSIBILITIES

The Master Fire Plan (MFP) Community Risk Subcommittee shall provide a written report providing necessary recommendations and supporting data to the MFP Committee as directed.

The MFP Community Risk Subcommittee shall ensure that they develop and implement a Project Management Schedule to meet the timelines outlined by the MFP Committee.

The MFP Community Risk Subcommittee will advise the MFP Committee of any projected delays in meeting any of the timelines outlined in the Project Management Schedule.

The MFP Community Risk Subcommittee will meet weekly to update the Chair on the status of the assigned tasks to Team Members.

COMMUNITY RISK SUBCOMMITTEE MEMBERS

The Community Risk Subcommittee shall be comprised of the following individuals:

- Subject Matter Expert – OFMEM Vincent Liu (Consultant)
- Deputy Fire Chief (Chair) – Monique Belair
- Association Member – Ryan Madill
- Fire Prevention Staff – CFPO Frank Donati, A/FPO Nathan Melin and Senior Inspector Lars Larson
- Training – CTO Kevin Tait
- Any other individuals identified as a resource to the Community Risk Subcommittee

OBJECTIVES

The Community Risk Subcommittee will attempt to identify all potential Fire Safety Risks using accepted tools and other metrics available.

The Community Risk Subcommittee will identify what risks are presently being addressed to the level as described by Council in By-Law or other resolution.

The Community Risk Subcommittee will identify what risks are not being adequately addressed by the existing service level if any.

The Community Risk Subcommittee will collaborate with the Capabilities Subcommittee and provide documentation in support of their findings from the completed Comprehensive Fire Risk Assessment.

ID		Task Mode	Task Name	Duration	Start	Finish	Deadline	Resource Names	Feb 28, '16					Mar 13, '16								
									T	W	T	F	S	S	M	T	W	T	F			
1			MFP - Community Risk Sub-Committee	1 day?	Wed 03/09/16	Wed 03/09/16	NA															
2																						
3			Risk Assesment/IRM/Fire Risk Sub-Model Resource Tools	16 days?	Wed 03/09/16	Wed 03/30/16	NA															
4			Breakdown of Building Stock - MPAC data	1 day?	Wed 03/30/16	Wed 03/30/16	Wed 03/30/16	Belair,Donati														
5			New Construction	3 days	Wed 03/09/16	Fri 03/11/16	Wed 03/30/16	Melin														
6			Residential - SFD/Multi Res	4 days	Mon 03/14/16	Thu 03/17/16	Thu 03/17/16	Melin														
7			Fire Fatalities (5 years)	1 day?	Mon 03/14/16	Mon 03/14/16	NA															
8			Demographics	1 day?	Mon 03/14/16	Mon 03/14/16	NA															
9			Risk Areas/Scenarios	1 day?	Mon 03/14/16	Mon 03/14/16	NA															
10			Activities Undertaken/Initiated to Mitigate	1 day?	Mon 03/14/16	Mon 03/14/16	NA															
11			Tapp-C	1 day?	Mon 03/14/16	Mon 03/14/16	NA	Melin,Giovannini														
12			CO/Smoke Alarm SOG/Program	1 day?	Mon 03/14/16	Mon 03/14/16	NA															
13			After the Alarm SOG/Program Implementation	1 day?	Mon 03/14/16	Mon 03/14/16	NA															
14			Options to Mitigate	1 day?	Mon 03/14/16	Mon 03/14/16	NA															
15			Student Housing/Rooming, Boarding & Lodging	15 days	Thu 03/31/16	Wed 04/20/16	Wed 04/20/16	Melin														
22			Single Acess - Residential (sprinkler required)	3 days	Thu 04/21/16	Mon 04/25/16	NA	Fri 03/25/16														
25			MPAC Undefined Property Codes	5 days	Thu 04/21/16	Wed 04/27/16	NA	Melin,Donati														
28			Melin Risk Asmt Wrap Up	4 days	Thu 04/28/16	Tue 05/03/16	NA	Melin														
29			Downtown Core	15 days	Fri 04/08/16	Thu 04/28/16	Thu 04/28/16	Donati,Leonard														
33			Vulnerable Occupancies (B2,B3)	13 days	Wed 03/23/16	Fri 04/08/16	Fri 04/08/16	Donati														
37			Schools	1 day?	Wed 03/09/16	Wed 03/09/16	NA	Toner,Giovannini														
38			3 yr inspection routine program (new)	1 day?	Wed 03/09/16	Wed 03/09/16	NA															
39			Adopt a Sparky Program (new)	1 day?	Wed 03/09/16	Wed 03/09/16	NA															
40			Fire safety house (business case)	1 day?	Wed 03/09/16	Wed 03/09/16	NA	Donati														
41			Industrial/Vacant Buildings	16 days	Wed 03/09/16	Wed 03/30/16	NA	Larson														
42			Identify	1 day?	Wed 03/09/16	Wed 03/09/16	NA															
Project: 2016-03-09 - Project Plan Date: Thu 03/10/16			Task		External Tasks		Manual Task		Finish-only													
			Split		External Milestone		Duration-only		Deadline													
			Milestone		Inactive Task		Manual Summary Rollup		Progress													
			Summary		Inactive Milestone		Manual Summary															
			Project Summary		Inactive Summary		Start-only															
Page 1																						

Municipal Fire Incident Summary

Niagara Regional Municipality-26

St. Catharines



The Office of the
Fire Marshal

Outdoor exc*: Outdoor No loss fires excluded from this table, see definition below

Average all years		2009	2010	2011	2012	2013
153	Loss fires	196	167	133	158	110
9	Total Injuries	5	11	0	20	10
8	Civ injuries	4	8	0	19	9
1	FF injuries	1	3	0	1	1
2	FATALITIES	3	1	2	1	1
\$4,063,677	EST \$ LOSS	\$3,509,203	\$5,052,709	\$4,036,766	\$3,837,211	\$3,882,496
158	No loss fires	26	16	7	13	8
STRUCTURE	Loss fires	116	98	89	109	74
	<i>% of loss fires</i>	59%	59%	67%	69%	67%
	Total Injuries	4	11	0	19	10
	Civ injuries	4	8	0	19	9
	FF injuries	0	3	0	0	1
	FATALITIES	3	1	2	0	1
	EST \$ LOSS	\$3,212,418	\$4,616,185	\$3,782,146	\$3,498,745	\$3,629,196
	No loss fires	13	14	6	7	3
OUTDOOR	Loss fires	31	23	7	19	14
	<i>% of loss fires</i>	16%	14%	5%	12%	13%
	Total Injuries	1	0	0	1	0
	Civ injuries	0	0	0	0	0
	FF injuries	1	0	0	1	0
	FATALITIES	0	0	0	0	0
	EST \$ LOSS	\$31,985	\$22,310	\$10,020	\$22,916	\$7,600
	No loss fires	11	2	1	6	5

Note: Civilian and Fire Fighter injuries are reported for fires. Non fire injuries are reported for Fire Fighters only.

Percentage figures are rounded to the nearest 1 percent, 0% indicates that the percentage is less than 1.

Loss fires: fires with a report of injury, fatality or \$ loss reported.

No loss fires: fires with no \$ loss/ injury/fatality reported including dump/recycling fires or fires where arson, vandalism or children playing is a possible cause with no loss or

10-Dec-2014

15

Municipal Fire Incident Summary

Niagara Regional Municipality-26

St. Catharines



The Office of the
Fire Marshal

		2009	2010	2011	2012	2013
VEHICLE	Loss fires	49	46	37	30	22
	% of loss fires	25%	28%	28%	19%	20%
	Total Injuries	0	0	0	0	0
	Civ injuries	0	0	0	0	0
	FF injuries	0	0	0	0	0
	FATALITIES	0	0	0	1	0
	EST \$ LOSS	\$264,800	\$414,214	\$244,600	\$315,550	\$245,700
	Noloss fires	2	0	0	0	0

Note: Civilian and Fire Fighter injuries are reported for fires. Non fire injuries are reported for Fire Fighters only.

Percentage figures are rounded to the nearest 1 percent, 0% indicates that the percentage is less than 1.

Loss fires: fires with a report of injury, fatality or \$ loss reported.

Noloss fires: fires with no \$ loss/ injury/fatality reported including dump/recycling fires or fires where arson, vandalism or children playing is a possible cause with no loss or

10-Dec-2014

16