

Master Fire Planning Committee

Minutes

Thursday, May 05, 2016

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

Attendance:

Councillor Sandie Bellows
Councillor Bill Phillips
Councillor Jennifer Stevens
Shelley Chemnitz, Commissioner of Corporate Services
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:

Bryan Shynal, Commissioner of Operations

Staff Liaison:

Fire Chief Dave Wood

Invited Guests:

Suzanne Charbonneau, Planning and Design Specialist: Dillon Consulting

- 1. Call meeting to order (Chair) S. Chemnitz**

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: M. Vail

Carried.

4. Motion to adopt the minutes of the previous meeting

Motion:

That the Master Fire Planning Committee adopt the minutes of the April 7, 2016 meeting.

Moved: Chief Wood

Carried.

5. Presentation – Suzanne Charbonneau of Dillon Consultants

Motion:

That the Master Fire Planning Committee move In-Camera for the Presentation by Suzanne Charbonneau of Dillon Consulting as it pertains to confidential information legislated within Section 239 of the Municipal Act including: matters related to labour relations, personnel matters, and a proposed or pending acquisition or disposition of land by the municipality.

Moved: Councillor Stevens

Carried.

Motion:

That the Master Fire Planning Committee reconvene their meeting for the purpose of receiving the presentation provided by Suzanne Charbonneau of Dillon Consulting.

Moved: Chief Wood

Carried.

6. Business arising from the minutes

None.

7. Business

7.1 Declarations of interest

None.

7.2 OFMEM Advisor Update – Deputy Chief Belair

Program Specialist Melanie Arsenault of the OFMEM will be assisting with the Master Fire Planning process. Program Specialist Arsenault specializes in the creation of Master Fire Plans. Upon compiling the data from both the Capabilities and Community Risk Subcommittees, Deputy Jones and Deputy Belair will meet with Program Specialist Arsenault.

Motion:

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

Moved: R. Madill

Carried.

7.3 MFP Progress Update – Chief Wood

The MFP Steering Committee has completed steps “A” through “D” of the Master Fire Planning Process Governance Model, currently working on step “E” *Monitors Progress of the Working Subcommittees in Implementing the*

MFP work plan. Subcommittees are continuing to gather and analyze data and Committee is continuing to work towards June 30th mandate for completion.

Motion:

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

Moved: Deputy Jones

Carried.

7.4 Subcommittee Updates

7.4.1 Capabilities

Subcommittee is continuing to work diligently on gathering capabilities data for all Divisions. Subcommittee will provide data outlining the number of each type of call (medical, rope rescue, structure fire, etc.). Data will include a breakdown of the number of each type of medical call (cardiac arrest, etc.) based on the information given when the call is dispatched from the Communications Centre.

Fire Fighters provide support to EMS for medical calls as outlined in the tiered agreement. Fire Fighters are moving patients and performing CPR while EMS administers medications. EMS received approximately 18,000 calls in 2015, with Fire Services responding to 4700 of these calls (26%). All agreed that the number of EMS calls and the number of which Fire Services responds to should be included in the Master Fire Plan. In addition, it may be beneficial to request a special council meeting to discuss the Master Fire Plan upon its completion as some information is challenging to express in a report.

7.4.2 Community Risk

Subcommittee has applied the Integrated Risk Management (IRM) tool to all Vulnerable Occupancies (group homes, retirement homes, schools, etc), hotels and farms. Currently examining the IRM results for these building classifications for content and accuracy. Downtown and Industrial buildings are currently being examined using the IRM tool. Subcommittee is on target to have all data ready for May 13th at which point Deputy Belair will meet with Deputy Jones and schedule a meeting for both with Program Specialist Arsenault.

Fire Prevention Office (FPO) duties will also be examined and report will indicate where man hours are spent. FPO dedicates a substantial amount of man hours to prosecutions, building permit and site plan review, and the business licence process. It is imperative that FPO continues its work with building inspections and permit review as it

looks at these from a fire fighting perspective (i.e. ensuring hydrants are facing the correct direction for Fire Fighter access).

7.4.3 Economic Circumstances

Subcommittee has met and are gathering information related to size of operating budget and number of Fire Fighters from comparator cities. Analysis to begin once all data has been collected.

Motion:

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

Moved: Councillor Bellows

Carried.

7.5 Readiness Checklist Update – Chief Wood

Currently working on Step 3 “Analyzing Risk” of the *Master Fire Plan 10 Step Process*. Subcommittees continue to work diligently within compressed timeframe. All agreed that the priority is to produce an accurate and thorough Master Fire Plan. Master Fire Plans in other municipalities have taken multiple years to complete. Master Fire Planning Committee will continue to strive to meet the mandated completion date of June 30, 2016, with the understanding that an extension may be necessary.

Motion:

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

Moved: M. Vail

Carried.

7.6 Station Tour Debrief (April 9th, April 23rd & 30th cancelled) – Chief Wood

Councillors Bellows and Garcia attended the April 2nd tour and found it to be beneficial in their understanding of Fire Services. Councillors Phillips and Stevens opted not to attend as they have a strong understanding of the stations and equipment.

Motion:

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

Moved: Councillor Stevens

Carried.

7.7 Steering Committee Work Plan – Chief Wood

7.7.1 Monitors Progress of Subcommittees implementing the MFP Work Plan

The Steering Committee is on target and will take additional time if required.

Motion:

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

Moved: Deputy Belair

Carried.

7.8 GIS Mapping Update – Chief Wood

Chief Wood will consult with Planning Department and provide Dillon Consulting with required information.

8. Date of next meeting

May 19, 2016

Motion:

That the Master Fire Planning Committee cancel the meeting of May 12, 2016 to allow Subcommittees to focus on their respective projects

Moved: Councillor Phillips

Carried.

9. Motion to Adjourn

6:19 pm