

Master Fire Planning Committee

Minutes

Thursday, June 16, 2016

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

Attendance:

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
Fire Chief Dave Wood
Deputy Fire Chief Larry Jones
Deputy Fire Chief Monique Belair
Vincent Liu, Program Specialist: Office of the Fire Marshal and Emergency Management

Absent:

Bryan Shynal, Commissioner of Operations
Mike Vail, Vice President St. Catharines Professional Firefighter's Association
Councillor Sandie Bellows (arrived as meeting adjourned)

Staff Liaison:

Fire Chief Dave Wood

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

4:34pm

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 Jones

Carried.

4. Motion to adopt the minutes of the previous meeting

Motion:

That the Master Fire Planning Committee adopt the minutes of the June 2, 2016 meeting.

Moved: Councillor Phillips

Carried.

5. Presentation: Office of the Fire Marshal and Emergency Management (OFMEM) Terms of Reference – V. Liu

Program Specialists Vincent Liu and Melanie Arsenault will be sharing role of OFMEM advisor for Master Fire Planning process. V. Liu presented on the Terms of Reference guiding the OFMEM's involvement in the development of the Master Fire Plan and presented a proposed layout for the Master Fire Plan document (Appendices A & B, respectively). The role of the OFMEM is to assist in the completion of the Master Fire Plan. OFMEM involvement in this process will end once the Master Fire Plan has been presented to Council. A representative of the OFMEM will attend the Council meeting when the Master Fire Plan is presented to answer questions from Council. If the City of St. Catharines requires assistance after this point, a new Terms of Reference would be required.

Motion:

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

Moved: Councillor Stevens

Carried.

6. Business arising from the minutes

None.

7. Business

7.1 Declarations of interest

None.

7.2 MFP Progress Update – Chief Wood

City Council has extended the deadline to present the Master Fire Plan from June 30, 2016 to the end of September, 2016. A questionnaire has been sent to comparator cities to determine how St. Catharines Fire Services' core services compare to those provided by Council approved comparator cities.

Subcommittees continue to work diligently on this project in addition to their regular duties. These groups consist of City staff members and meet during their regular work days to gather information as directed by the Master Fire Planning Committee. Subcommittee meetings are sometimes cancelled without effective notice and rescheduled due to staffing and work requirements. Information gathered by subcommittees is presented at the Master Fire Planning Committee meetings. Master Fire Planning Committee meeting invites, agendas and minutes will be sent to all Councillors for information purposes.

Motion:

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

Moved: Deputy Jones

Carried.

7.3 Subcommittee Updates

7.3.1 Capabilities

Statistical data has been collected for all four (4) Divisions. Training and Suppression data has been inputted. Completed data has been provided to the OFMEM. Fire Prevention and Communications

capability data is the current focus. Capabilities data will be inputted into tables for all Divisions by the end of June.

Discussion ensued about the concerns about proper representation of turnaround time (the time between when a call is received from Communications and Suppression responds). The new CAD system will provided a truer representation of turnaround time as Communications will be notified as each vehicle is turned on.

7.3.2 Community Risk

Deputy Belair has met with the OFMEM. Program Specialist Arsenault is reviewing the 2008 Master Fire Plan. All data has been collected for Fire Prevention and Training Divisions and gap analysis is under way.

7.3.3 Economic Circumstances

Population and capital spending per capita data has been requested from comparator cities and will be presented at a future meeting. The majority of the Economic Circumstances subcommittee's work will be analyzing the information provided by Capabilities and Community Risk subcommittees.

Motion:

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

Moved: Councillor Phillips

Carried.

7.4 Readiness Checklist Update – Chief Wood

Capabilities and Community Risk subcommittees will work together to identify gaps and prioritize risks in the upcoming weeks.

Motion:

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

Moved: Councillor Stevens

Carried.

7.5 Steering Committee Work Plan – Chief Wood

Awaiting results of GIS study. Data has been provided to Dillon Consulting and the International Association of Fire Fighters (IAFF) for review.

Motion:

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

Moved: Deputy Jones

Carried.

8. Date of next meeting

July 7, 2016

9. Motion to Adjourn

5:09 pm

Office of the Fire Marshal and Emergency Management & City of St. Catharines Fire & Emergency Services

Terms of Reference – June 2016

1. Purpose

- 1.1. To outline the Office of the Fire Marshal and Emergency Management's (OFMEM) role as a resource to the City of St. Catharines Fire & Emergency Services Master Fire Planning Project.

2. Duties

- 2.1. The OFMEM will provide OFMEM resources and advise the City of St. Catharines with respect to the provision of fire protection services.
- 2.2. To review and comment on the City of St. Catharines risk analysis, gap analysis opinions and recommendations.
- 2.3. To assist and develop the writing of the St. Catharines MFP Report.
- 2.4. The OFMEM will review the draft/final report to council. However, the OFMEM will not be providing recommendations that establish or change a level of service.
- 2.5. The Assistant Deputy Fire Marshal (ADFM) of Field Advisory Services (FAS) will be the main contact regarding all activities relating to OFMEM's involvement with the City of St. Catharines Fire & Emergency Services Master Fire Planning Project.

3. Frequency and Location of Meetings

- 3.1. A schedule will be determined that will include location, time and resources. (See Page 2)
- 3.2. Additional meetings may be scheduled with the agreement of ADFM.

4. Duration

- 4.1. The terms outlined in this document will end once the completion of the Master Fire Plan presentation to Council has occurred.
- 4.2. If the City of St. Catharines requests assistance after the Master Fire Plan has been presented; a New Terms of Reference will be required to determine the level of involvement of OFMEM.

St. Catharine's Master Fire Planning Meeting

Schedule Request

This table is to identify St. Catharines' requests for Master Fire Planning Committee, Council and Ad Hoc meetings.

Meeting Purpose	Meeting Date	Location	Personnel request
MPF working group	June 13 th @ 930	HQ	Monique Belair
MFP Committee	June 16 th @ 430	St. Catharines	Monique Belair
MFP Committee Meeting (1- OFMEM staff required)	Every Thursday @ 430-630 (End date TBD)	St. Catharines	Monique Belair
Gap analysis of risks, capabilities, and draft	June 23 rd @ 12-4	St. Catharines	Monique Belair
Gap analysis of risks, capabilities, and draft	June 27 th @ 930-2	HQ	Monique Belair
Gap analysis of risks, capabilities, and draft	June 30 th @ 1-4	St. Catharines	Monique Belair
Gap analysis of risks, capabilities, and draft	July 4 th @ 930	HQ	Monique Belair
Gap analysis of risks, capabilities, and draft	July 19 @ 930	HQ	Monique Belair
Gap analysis of risks, capabilities, and draft	July 27 th @ 930	HQ	Monique Belair
Gap analysis of risks, capabilities, and draft	August 10 th @ 930	HQ	Monique Belair
Gap analysis of risks, capabilities, and draft	August 15 th @930	HQ	Monique Belair
Gap analysis of risks, capabilities, and draft	August 25 th @ 930	HQ	Monique Belair

Proposed Master Fire Planning (MFP) Lay-out

Executive Summary

- Brief summary of the MFP process
- List of recommendations with the MFP.

Background:

- Purpose
- Scope
- Methodology used throughout the MFP process
- Past MFP recommendation
- Direction of the new MFP
- Legislative Authority:
 - o Responsibilities for Service Delivery under the FPPA, 1997
 - o Municipal Responsibilities
 - o Office of the Fire Marshal Responsibilities

Community Risk Assessment:

- Profile of the City of St. Catharine's
- St. Catharine's Personnel, Station and Apparatus Profile
- Annual Call Volume
- Risk Assessment

Fire Protection Services:

- Requirements for Fire Protection Services
- Fire Prevention
- Public Education
- Training & Education
- Communication
- Administration & Records Management
- Fire Department Apparatus and Equipment

Conclusion