

Master Fire Planning Committee

Minutes

Thursday, July 07, 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 Monique Belair

Absent:

Kristine Douglas, Director of Financial Management Services
Shelley Chemnitz, Commissioner of Corporate Service
Deputy Fire Chief Larry Jones
Mike Vail, Vice President St. Catharines Professional Firefighter's Association

Staff Liaison:

Fire Chief Dave Wood

1. Call meeting to order (Chair) B. Shynal

4:35 pm

2. Additions/Deletions to the Agenda

Item 7.2 will not be In-Camera as confidential information is not being discussed.

3. Motion to approve the agenda

Motion:

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

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 June 16, 2016 meeting.

Moved: Councillor Phillips

Carried.

5. Presentations (Invited Guests)

None.

6. Business arising from the minutes

None.

7. Business

7.1 Declarations of interest

None.

7.2 MFP Progress Update

7.2.1 Dillon Consultants Response Modelling Update – Chief Wood

The first draft report has been received from Dillon Consulting. Once the final reports from both Dillon Consulting and the International Association of Fire Fighters (IAFF) have been received, they will be presented to the Master Fire Planning (MFP) Committee.

7.2.2 IAFF Response Modelling Update – R. Madill

R. Madill has been communicating regularly with the IAFF GIS Mapping Division. Dillon Consulting and IAFF Representatives have exchanged contact information so they can communicate directly and ensure that both are using the same parameters, allowing for an accurate comparison of reports.

Motion:

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

Moved: Councillor Stevens

Carried.

7.3 Subcommittee Updates

7.3.1 Capabilities – Chief Wood

Deputy Jones is preparing graphs and charts related to core services.

Deputy Jones and Deputy Belair will compile their data and meet with OFMEM Program Specialists M. Arsenault and V. Liu to prepare a report to present to the MFP Committee.

7.3.2 Community Risk – Deputy Belair

Deputy Belair met with M. Arsenault and V. Liu to develop a draft outline for the Master Fire Plan. Shayne Mintz, the Canadian Regional Director of National Fire Protection Association (NFPA) Standards, has agreed to provide input regarding the shift from Provincial certification standards to NFPA International certification standards. This will be the first Master Fire Plan referencing the NFPA curriculum for training in all Divisions.

7.3.3 Economic Circumstances – Chief Wood

A survey of core services has been prepared by the Training Division and sent to Council approved comparator cities. Four (4) of the six (6) surveys have been returned the remainder will likely be returned next week. Once received, surveys will be forwarded to the Economic Circumstances Subcommittee for analysis. The intent of the surveys is to provide fuller understanding of the monies spent compared to the

services offered by St. Catharines and Council approved comparator cities.

Motion:

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

Moved: Councillor Phillips

Carried.

7.4 Office of the Fire Marshal and Emergency Management (OFMEM) Revised

Terms of Reference and Schedule – Deputy Belair

Program Specialist V. Liu provided a revised Terms of Reference and work schedule for the OFMEM's involvement with the Master Fire Planning process (*Appendix A*).

Motion:

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

Moved: Councillor Bellows

Carried.

7.5 Readiness Checklist Update – Chief Wood

Step 4 “Evaluating Risks and Capabilities” will be completed shortly. Moving forward to Step 5 “Prepare an Action Plan” to present to the MFP Committee. Subcommittees have been working diligently and coordinating with the IAFF, OFMEM and NFPA. A draft report will be prepared and is planned to be presented to the MFP Committee on August 11, 2016.

Motion:

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

Moved: Councillor Bellows

Carried.

7.6 Steering Committee Work Plan – Chief Wood

The Steering Committee work plan is on track. All attendees noted appreciation to Council for granting an extension to September to allow time for the MFP Committee to gather all relevant information prepare a thorough

and accurate report. Subcommittees are working diligently and the Master Fire Plan document will reflect this hard work.

All agreed that the Master Fire Plan should be presented to Council on a separate night to allow time for questions. The 2008 Master Fire Plan was presented at a separate Council meeting for the same reasons. All agreed that Council should be given two (2) weeks to review the Master Fire Plan prior to it being presented at the Council meeting.

Motion:

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

Moved: Councillor Bellows

Carried.

8. Date of next meeting

August 4, 2016

9. Motion to Adjourn

4:58 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 conduct quality assurance and consultation on related documents.
- 2.4. 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. OFMEM to attend the presentation of the MFP to the Council of St. Catharines (date to be determined).
- 4.3. If the City of St. Catharine's 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. Catharine's requests for Master Fire Planning Committee, Council and Ad Hoc meetings.

Meeting Purpose	Meeting Date	Location	OFMEM Staff
Initial Meeting	June 13 th @ 930	HQ	M. Arsenault, V. Liu
MFP Committee	June 16 th @ 430	St. Catharines	V. Liu
Gap analysis of risks, capabilities, and draft	June 23 rd @ 12-4	St. Catharines	M. Arsenault
Gap analysis of risks, capabilities, and draft	June 30 th @ 1-4	St. Catharines	M. Arsenault
MFP Committee Meeting	June 30 th @ 430-500	St. Catharines/ Teleconference	M. Arsenault
Gap analysis of risks, capabilities, and draft	July 7 th @ 1-4	St. Catharines	V. Liu
MFP Committee Meeting	July 7 th	St. Catharines/ Teleconference	V. Liu
Gap analysis of risks, capabilities, and draft	July 19 th @ 930	HQ	M. Arsenault
MFP Committee Meeting	July 21 st	St. Catharines/ Teleconference	M. Arsenault
Gap analysis of risks, capabilities, and draft	July 27 th @ 930-200	HQ	V. Liu/ M. Arsenault
Gap analysis of risks, capabilities, and draft	August 10 th @ 930-200	HQ	V. Liu/ M. Arsenault
Gap analysis of risks, capabilities, and draft	August 15 th @ 930-200	HQ	V. Liu/ M. Arsenault
Gap analysis of risks, capabilities, and draft	August 25 th @ 930-200	HQ	M. Arsenault