

Master Fire Planning Committee

Minutes

Thursday, August 18, 2016

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

Attendance:

Councillor Sandie Bellows
Councillor Bill Phillips
Shelley Chemnitz, Commissioner of Corporate Services
Bryan Shynal, Commissioner of Operations
Fire Chief Dave Wood
Deputy Fire Chief Larry Jones
Deputy Fire Chief Monique Belair

Absent:

Councillor Jennifer Stevens
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

Staff Liaison:

Fire Chief Dave Wood

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

4:45 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 Jones

Carried.

4. Motion to adopt the minutes of the previous meeting

Motion:

That the Master Fire Planning Committee adopt the minutes of the July 7, 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 – Chief Wood

Subcommittees are working diligently and plan to present reports at upcoming meetings.

7.3 Subcommittee Updates

7.3.1 Capabilities – Deputy Jones

All data has been collected. Deputy Belair is working with the Office of the Fire Marshal and Emergency Management (OFMEM) to structure the Master Plan and the Capabilities Subcommittee is providing clarification as required.

Question was raised about whether recommendations regarding building and vehicle replacements will be included in the Plan. A vehicle replacement schedule will be included in the Plan.

Assessments of stations 2 and 3 are planned for 2017 as their

replacement was recommended in the 2008 Master Fire Plan. The assessments will help determine whether replacements are required or if upgrades to the existing buildings will suffice. Suggestion was made that the estimated costs of replacing stations (based on 2016 rates) be included in the Master Fire Plan.

7.3.2 Community Risk – Deputy Belair

The OFMEM is assisting with the structure of the Master Plan and providing clarification as needed. All content and documentation has been prepared by the Subcommittees. The 2016 Plan is not a rewrite of the 2008 Plan, there is more information in the new report, including thorough supporting documentation.

Various sections of the Master Plan have been completed, including: Methodology, Training, Communications and Public Education. Fire Prevention and Administration sections will be completed shortly.

Once completed, a draft will be presented to the Master Fire Planning Committee for review and comment.

7.3.3 Economic Circumstances

The Economic Circumstances Subcommittee will analyze reports from the Capabilities and Community Risk Subcommittees, once received. Economic Circumstances will provide an updated report comparing the core services and expenditures of St. Catharines Fire Services and those at Council approved comparator municipalities.

Motion:

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

Moved: Councillor Bellows

Carried.

7.4 Readiness Checklist Update – Chief Wood

Nearing the completion of Step 4 “Evaluating Risks and Capabilities” and transitioning into Step 5 “Prepare an Action Plan” to present to the Master Fire Planning Committee.

Motion:

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

Moved: Councillor Phillips

Carried.

7.5 Steering Committee Work Plan – Chief Wood

Question was raised about the schedule for the remainder of the Master Fire Planning process. A draft Master Fire Plan will be ready for review by Committee shortly. OFMEM Program Specialist Arsenault will present to the Committee on the structure of the Master Fire Plan and provide clarification as required. Capabilities and Community Risk Subcommittees plan to present at the same meeting as Program Specialist Arsenault. Economic Circumstances to present at a later date.

GIS reports from Dillon Consulting and the International Association of Fire Fighters (IAFF) to be presented at a later meeting. Senior staff are currently reviewing the final draft from Dillon Consulting. The IAFF report is expected within the next few weeks. Forecasting upcoming meetings may be challenging depending on when the IAFF report is received. Once both reports have been received, they will be forwarded to the Master Fire Planning Committee for review. Suzanne Charbonneau of Dillon Consulting

and an IAFF Representative will present both their reports to the Committee at the same meeting to provide clarification as required. All agreed that PowerPoint presentations are preferable to help focus attention where needed in the GIS reports.

A progress update on the Master Fire Plan will be provided to Council in September, with the final Plan being provided to Council in the second week of October for review. A Special Council meeting will be requested for the 2016 Master Fire Plan to be presented to Council. Dates will be formalized at the next Master Fire Planning Committee meeting.

Motion:

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

Moved: Councillor Bellows

Carried.

8. Date of next meeting

September 8, 2016

9. Motion to Adjourn

5:19 pm