

# Master Fire Planning Committee

## Minutes

**Thursday, January 05, 2017**

**Station 4 – 427 Merritt Street: Meeting Room #5 at 4:30 p.m.**

### **Attendance:**

Councillor Bill Phillips  
Councillor Jennifer Stevens  
Bryan Shynal, Commissioner of Operations  
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  
Heather Salter, Interim City Solicitor/ Director Legal & Clerks Services

### **Absent:**

Councillor Sandie Bellows  
Shelley Chemnitz, Commissioner of Corporate Services

### **Staff Liaison:**

Fire Chief Dave Wood

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

4:33 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 September 15, 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**

A draft Master Fire Plan is being finalized to be presented to the Committee at the next meeting for their review. A question was raised about the delay in the completion of a draft document. The volume of work required for the creation of a Master Fire Plan is one of the main factors for the delay.

Master Fire Plans generally take 2 years to be completed. Staffing levels also contributed to the delay. Subcommittee members worked on the Master Fire Plan under a compressed timeframe in addition to their regular duties.

Subcommittees have worked diligently to ensure the information in the Master Fire Plan document is accurate.

Discussion ensued regarding what would be included in the Master Fire Plan. Proactive initiatives such as in house training and the Downtown Core inspections will be included. The Master Fire Plan will discuss the current

risks in the community and St. Catharines Fire Services' current capabilities in addressing those risks. The Master Fire Plan document will also identify vulnerabilities within Fire Services and provide recommendations to mitigate those vulnerabilities.

### 7.3 Subcommittee Updates – Chief Wood

#### 7.3.1 Capabilities

Subcommittee has completed its work.

#### 7.3.2 Community Risk

Subcommittee has completed its work.

#### 7.3.3 Economic Circumstances

Subcommittee will meet once the Master Fire Plan document is finalized to add the costs related to each recommendation.

#### **Motion:**

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

**Moved: M. Vail**

**Carried.**

### 7.4 Readiness Checklist Update – Chief Wood

The Master Fire Planning Committee has completed Steps 1 through 4 and is currently working within Step 5 and Step 6, “Prepare Action Plan” and “Develop Strategies to Implement Master Fire Plan”, respectively.

### 7.5 Steering Committee Work Plan – Chief Wood

Discussion ensued regarding the number of cancelled meetings. A variety of factors contributed to meeting cancellations. Vacation schedules created a challenge in making quorum. The work load involved in the Master Fire Planning Process and staff shortages also contributed, meetings were

cancelled to allow more time for Subcommittees to gather data and generate content for the Master Fire Plan.

**Motion:**

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

**Moved: Councillor Phillips**

**Carried.**

**8. Date of next meeting**

January 12, 2017

**Please note: the meeting will begin at 3:30 pm**

**9. Motion:**

That the Master Fire Planning Committee move In-Camera to discuss confidential information legislated within Section 239 of the Municipal Act, regarding statements that have been provided in confidence.

**Moved: Chief Wood**

**Carried.**

**Motion:**

That the Master Fire Planning Committee adjourn the In-Camera meeting.

**Moved: Chief Wood**

**Carried.**

**Motion:**

That Fire Services send the Office of the Fire Marshal (OFM) a letter expressing the Committee's appreciation for their assistance and support throughout the Master Fire Planning process.

**Moved: Councillor Stevens**

**Carried.**

**10. Motion to Adjourn**

5:31 pm