

Master Fire Planning Committee

Minutes

Thursday, May 11, 2017

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
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 Monique Belair
Heather Salter, Director of Legal and Clerks Services/City Solicitor
Maggie Riopelle, Executive Research Assistant

Staff Liaison:

Fire Chief Dave Wood

1. Call meeting to order (Chair)

4:38 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: 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 meeting of April 13, 2017.

Moved: Councillor Stevens

Carried.

5. Business arising from the minutes

None.

6. Declarations of Interest

None.

7. Review of Draft Master Fire Plan and Discuss Recommendations

Discussion ensued regarding the implementation of recommendations. All agreed that the recommendation to update the Establishing and Regulating By-law and the recommendation to change the benchmark response time to align with the industry standard (NFPA Standard 1710) are housekeeping items that could be resolved early in the implementation schedule.

Consensus was to change the priority level for recommendation 4, "Departmental Records Management" from "high" to "ongoing monitoring and review" as Firehouse software has been purchased and is currently being implemented.

Consensus was that all recommendations would remain in the Master Fire Plan as all would improve the service to the community. The Master Fire Plan is a risk based document and the recommendations have been selected as they would improve St. Catharines Fire Services' ability to mitigate risks within the community. Verbiage, similar to that found in the 2008 Master Fire Plan, will be included to explain that while all recommendations are supported by the Master Fire Planning Committee, the Committee recognizes that financial considerations accompany many of the recommendations and therefore has proposed an implementation schedule for Council's review.

Further, all agreed that Senior Management in Fire Services and Commissioners would meet annually to provide updates to Council. Annual presentations to Council would focus on the status of each recommendation, including those deemed at this time to require ongoing monitoring and review. The Master Fire Plan is a living document and it is necessary to review needs and priorities on an ongoing basis in order to ensure the Master Fire Plan is relevant over the next 10 years.

Concerns were expressed that recommendations allotted to later years in the implementation schedule may be viewed as less important and are at risk for being overlooked. Chief Wood noted that the implementation schedule must

span over several years to allow for budget forecasting. All recommendations are important as they improve the service for the community. However, some recommendations have larger upfront costs and therefore require forecasting to ensure funds are available in the budget. Chief Wood further noted that the reasoning behind the implementation schedule would be made clear in the final Master Fire Plan document and the presentation to Council.

8. Date of next meeting

May 25, 2017

9. Motion to Adjourn

5:54 pm