

Master Fire Planning Committee

Minutes

Tuesday, September 12, 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, Acting Chief Administrative Officer
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
Acting Fire Chief Jeff McCormick
Deputy Chief Dave Upper

Absent:

Deputy Chief Frank Biancucci

Staff Liaison:

Acting Fire Chief Jeff McCormick

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- 1. Call meeting to order (Chair)**
4:36pm

- 2. Adoption of the Agenda**

Motion:

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

Moved: Mike Vail

Carried.

- 3. Declarations of Interest**
None

4. Adoption of the Minutes - May 25, 2017

Motion:

That the Master Fire Planning Committee approve the minutes of the meeting of May 25, 2017

Moved: Ryan Madill

Carried.

5. Chair's Report (S. Chemnitz)

None

6. Discussion Items

Chief McCormick Opening Comments:

Special meeting approved for council on October 23, 2017 for Fire Master Plan. Thanked committee for their time and effort.

6.1 Review of final draft (A/Chief McCormick)

Chief McCormick provided brief overview stating intent of plan is to provide council with appropriate information to understand Fire Services - a plan for what the department could and should look like.

Fire Master Plan contains various recommendations that should be reviewed on an annual basis. Pages 20-85 talks about services delivered by department and the training needed to deliver those services. Kudos for the tremendous focus on training by members of the department.

The Corporate Emergency Management Coordinator (CEMC) position is really a corporate wide position that ensures the community as whole is prepared to deal with emergencies.

Communications division role, what we dispatch for and how technology is constantly changing.

The Plan addresses Station conditions, and moving away from 5 minute response time to 6 minutes and 20 seconds, which most Fire Departments try to achieve.

Wraps up with fleet services and their maintenance, followed by the implementation schedule.

Page 96 is most concerning due to financial implications. There are significant costs to ensure that St. Catharines Fire Services is effective. Good service comes at a cost and Fire Services provides those services well.

A concern about the prioritizing is medium for suppression staff, that there are items on page 58 that are high priority. The Chair, Shelley Chemnitz responded that too many competing priorities may cause to be overlooked.

Chair Shelley Chemnitz would like to know how rest of the committee feels about changing priority from medium to high. Consensus there was no harm in putting priority to high. Chief McCormick would like to remain neutral in the matter.

Motion:

To keep same order of implementation but change to priority on page 58 to high.

Moved: Ryan Madill

Carried.

Question was brought up in regards to what composition would make up committee reviewing this annually? Chair Shelley Chemnitz recommends to go clerks to determine the composition of the committee.

Question was raised if the committee could change the document, and chair responded the implementation can't be changed by committee alone, must go through council.

Another member indicated importance of reports going back to council to ensure that items are implemented.

6.2 Compendium of other reports requested by Budget Standing Committee (A/Chief McCormick)

Chief McCormick talks about reports requested by Budgeting Standing Committee:

Report Fire Services Water Rescue Program – January 12, 2017

Report Fire Safety Public Educator – January 11, 2017

Report Budget Requests - Feb 2, 2017 looked at numerous items from Budget Standing Committee. These reports are requested for the Master Fire Plan and for services and training requirements.

Report Core Services – May 2, 2017 looked back historically on services provided. All municipalities should establish a by-law on services that are provided. Chief McCormick suggests that council makes this by-law a priority. It is recommended that new services go through council and get added to by-law. This report clarified that new services haven't been added since 1990s and there is no historical data before that.

Question was raised as to why budget committee asked for these documents and why the strict timeline. Chair Shelley Chemnitz replied that due to financial impact of fire on the budget and departments are consistently looking for savings; it has been a challenging number of years for the budget. Chair Shelley Chemnitz indicated these reports will come to council again as a refresher.

6.3 Special Council Meeting October 23, 2017 (A/Chief McCormick)

Chief McCormick stated October 23, 2017 is the night council is asked to receive the Master Fire Plan, the reports mentioned above will also be available. A PowerPoint presentation by Chief McCormick will be made highlighting the Plan. This meeting will be open to the public.

A recommendation for every councillor to have a hard copy of the Master Fire Plan and their appendices and let councillors know that a hardcopy will be made be available to them.

Chair Shelley Chemnitz opens the floor to ask for requests on what should be in presentation of Master Fire Plan.

Recommendations:

- Go around horseshoe and ask questions along with a time limit, recommending 5 minutes.
- Chair Shelley Chemnitz recommends that we ask councillors to have questions ready in advance.
- Requested to defer Mayor's report that night
- Suggestion that someone from IAFF be there to answer question about GIS.
- Chief McCormick feels it's best to have only one person answer questions. The Chair agrees it is best that the Chief be answering all questions.
- It was suggested Chief does presentation and if there are questions that he wants to steer to others, he can.
- Chair reiterates importance of having questions in advance and answers ready.

Question was raised if special meeting is open to the Public. Chair Shelley Chemnitz, indicates yes

7. Motion to Adjourn

5:26pm

Motion: Mike Vail

Carried.