

Fallen Firefighters Memorial Task Force

Minutes

Tuesday, September 01, 2020

Via ZOOM at 4:30pm

Attendance:

Jeff McCormick, Fire Chief and Vice Chair
Ryan Madill, President, IAFF Local 485
Mayor Walter Sendzik
Councillor Dawn Dodge
Barry Katzman, Citizen and Chairperson
Elizabeth Copeland, Citizen

Absent:

Chris Slota, Vice President, IAFF Local 485
Councillor Matt Harris
Dave Upper, Deputy Fire Chief
Ilyse Norton, Community, Recreation, and Culture Services

Staff Liaison and Invited Guest:

Kathleen Powell, Supervisor Historical Services & A/Supervisor Cultural Services
Joan Demontigny, Fire Services, Recording Secretary

1. **Chair Katzman called the meeting to order at 4:43pm.**

2. **Recognition of Traditional Territories**

3. **Additions/Deletions to the Agenda**

None.

4. **Motion to approve the agenda**

That the Fallen Fire Fighters Memorial Task Force adopt the agenda as presented.

Moved by Councillor Dodge and Chief McCormick

Carried

5. **Motion to adopt the minutes from July 7, 2020.**

That the Fallen Fire Fighters Memorial Task Force adopt the minutes from July 7th, 2020.

The draft minutes of the July 7th meeting were approved as amended.

Moved by Councillor Dodge and Chief McCormick

Carried

6. Declarations of Interest

None Declared.

7. Presentations (invited guests)

a) Kathleen Powell, Supervisor Historical Services & A/Supervisor Cultural Services attended to assist with scoping the requirements for an expression of interest for designers and potential contractors for the Firefighter Memorial. Kathleen reviewed the process to engage a designers/artists in an Expression of Interest (EOI) and noted the difference between an RFP and an EOI.

An EOI is asking for a “resume” for potential designers and not formal design proposals, it is a very broad process. Other proposals Kathleen has worked on were short listed to five or six that would be included the in the RFP stage.

The criteria for an EOI, Phase 1, would include (but not be limited to):

- Team or artists who have done similar work/right background to run a project
- Do they have insurance/WSIB?
- Do they have the knowledge, appropriate, task specific? etc.
- Includes photos of the selected site
- EOI narrows down the field of artists
- RFP process potentially pays the artists to submit a detailed design as well as timeline, budget – full proposal
- A selection committee would then grade the proposals based on a rubric created by the committee
- The Purchasing Department would work with the committee and the artist to create a contract and move forward from there

Kathleen noted that there is a portal on the city’s Cultural website for artists, the EOI can be advertised there as well as the city’s social media channels and a press release.

Kathleen suggested to put either the EOI or the RFP on the Public Art Advisory Committee agenda for review and, at the appropriate time, a member of the Public Art Advisory Committee would be a great addition to the selection team for this committee.

Chair Katzman asked for a list of names of committee members for the Public Art Advisory Committee and asked that Kathleen become a part of this committee process for the Fallen Firefighters Memorial Taskforce moving forward for the next two phases. Kathleen agreed to become part of the committee to assist in conjunction with the city's Purchasing Department.

Kathleen will provide an example of an EOI to the committee. Kathleen will also provide a list of names of committee members for the Public Art Advisory Committee.

Motion to move forward to work with Kathleen Powell on the creation of an EOI for designers/artists.

Moved by Councillor Dodge and Mayor Sendzik
Carried

8. Business arising from the minutes

8.1 Ryan Madill to confirm the list of Fire personnel to be memorialized

The list that was forwarded to the committee is complete with the exception of two personnel who were volunteer Fire Fighters before the formation of the City of St. Catharines. These personnel were discovered through WSIB records and our HR department are investigating. Ryan Madill and Chief McCormick to confirm these names with HR.

9. Business

9.1 Chief McCormick to provide an update on the report that went to council on July 27th

A report was brought to council on July 27th in relation to the Race Street location and inclusions for the memorial. The report passed on consent.

Chief McCormick noted that there are four phases that the committee are expected to follow. The committee is working through the stages and not in order, as the committee has felt is necessary to combine some of the phases.

We need to ensure we bring reports forward to council with respect to each of the four phases as they occur.

9.2 Committee members to bring forward their suggestions/ideas for design components for the expression of interest

Chair Katzman asked Kathleen what she needs from this committee to move forward with the EOI.

Kathleen noted:

- Overview of project would be enough for the EOI right now
- Think about what should be included for second phase of the project in the final work i.e. Interpretive panel or a place for a donor panel

Chair Katzman noted some components for inclusion:

- With firefighter likeness ideally in a rescue format such as the Windsor, Ontario Provincial or International
- Lit component for nighttime
- Donor recognition area/ Contemplative sitting area

Ryan Madill agreed with the components suggested. Councillor Dodge asked if the EOI includes the design for the surrounding areas of the memorial. Kathleen answered that that is part of the design process to be included in the second phase of the project.

Ryan Madill and Chair Katzman agreed to work with Kathleen Powell on an Expression of Interest to bring forward a draft to be discussed at our next meeting.

10. New Business

Mayor Sendzik noted that the National Day of Recognition for Fallen Fire Fighters takes place on Sunday, September 13th this year. If the EOI is complete prior to this date, it may be an opportunity to speak on this and communicate it through the city's social media channels to engage the community.

Chair Katzman noted that the recognition day this year will be virtual so having our initiative communicated through the city's social media would be a good idea.

Mayor Sendzik agreed to participate in a host role with a video that would highlight the work of the committee involving the Chief, the association and the Chair and release it as an awareness communication piece.

11. **Date of next meeting**

Regular meeting - **Tuesday, October 6th, via Zoom at 4:30pm**

At the discretion of the Chair, a meeting may be called at any time to discuss the EOI process to date.

12. **Motion to Adjourn**

That the Fallen Fire Fighters Memorial Task Force be adjourned at 5:30pm.

Moved by Chief McCormick and Councillor Dodge

Carried