

Fallen Firefighter Memorial Task Force

Minutes

Tuesday, September 07, 2021

Electronic Meeting at 4:30 p.m.

Attendance:

Jeff McCormick, Fire Chief and Vice Chairperson
Barry Katzman, Citizen and Chairperson
Mayor Walter Sendzik
Councillor Dawn Dodge
Dave Upper, Deputy Fire Chief
Ryan Madill, President, IAFF Local 485

Absent:

Tracey Fraser, Secretary, IAFF Local 485
Councillor Matt Harris
Kathleen Powell, Supervisor Historical Services & A/Supervisor Cultural Services
Ilyse Norton, Community, Recreation, and Culture Services

Staff Liaison:

Joan Demontigny, Recording Secretary
Noora Rizvi, Culture Supervisor

1. Call meeting to order (Chair)

4:33 p.m.

2. Recognition of Traditional Territories

Chairperson Barry Katzman acknowledged that the land on which the Fallen Firefighter Memorial Task Force meets today is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this is a reminder that our great standard of living is directly related to the resources and friendship of Indigenous people.

3. Amendments to the Agenda

There were no additions or deletions to the agenda.

4. Motion to approve the agenda

Moved by Mayor Sendzik and seconded by Chief McCormick to approve the agenda.

Carried

5. Motion to adopt the minutes of the previous meeting

Motion to approve the minutes of the meeting of Tuesday, April 13th, 2021.

Moved by Chief McCormick and seconded by Councillor Dodge

Carried

6. Declarations of Interest

There were no declarations of interest.

7. Presentations (invited guests)

There were no presentations.

8. Business arising from the minutes

The one item from the previous minutes with respect to communicating to the public to ensure that all St. Catharines Fallen Fire Fighters will be included in the project.

Previous minutes item to be carried forward

“Confirmation of the list of Fallen Firefighters to be included on the memorial.

Discussion related to the list of fallen firefighters and ensuring it is as complete as possible.

Ryan Madill will send the current list to Joan for distribution to the Task Force.

The Task Force agreed that reaching out to the public to ensure there are no names left off the list.

Moved that the Task Force will work as a group on the wording of a public release and work with the City’s Corporate Communications to provide an update on the project and to ensure that all St. Catharines Fallen Firefighters have been included in this memorial project.”

9. Business

9.1 – 9.3 – Motions to go in camera, Parts 1 and 2

IN CAMERA (PART 1)

Task Force vacancy

- Seeking to replace Elizabeth Copeland who moved out of the municipality
- Had two applicants for the vacancy
- Both applications were very brief, lacking in detail
- Agreement that this position should be for a civilian (not a firefighter, since they are already well-represented in the committee)

MOTION

Motion to have the Clerk's Office re-circulate the call for applicants for the vacancy on the Task Force.

Moved by Chief Jeff McCormick, seconded by Dave Upper

Carried

Motion to rise

Moved – Mayor Sendzik, seconded by Ryan Madill

Carried

IN CAMERA (PART 2)

(Noora) Presentation of top-rated submission to the NRFP – CFC Supply

- Applicants were determined from RFPQ process (pre-qualification to ensure the candidate has the necessary experience and capacity to take on a project of this scope and scale)
- Overview of selection process – committee, review and rate proposals based on set evaluation criteria, looked at aggregate weighted scores
- Top-rated submission rated #1 in 5 of 6 categories
- Demonstrated a clear understanding of the purpose of the memorial and how it would be used – only applicant to consider the entire site and how it would be used for ceremonial purposes and to integrate firefighting symbols throughout (flag poles, bollards, Maltese Cross, bell, etc.)
- Offered many opportunities for donor recognition at different levels of support
- (Mayor) Some concerns about statue looking too much like the Welland Memorial
- Committee wanted reassurance that they would be able to provide feedback to the supplier to change some elements – opportunity to influence the centrepiece in particular
- Noora confirmed that this is an NRFP “Negotiated Request for Proposals”, so there is an opportunity to work with the supplier – built-in to the workplan
- CFC Supply identified numerous areas of the design where input from the Task Force would be involved – Barry appreciated this opportunity for collaboration

Motion to rise

Moved by Mayor Sendzik and seconded by Ryan Madill

Carried

MOTION:

That the Fallen Firefighters Memorial Task Force recommend the selection of the Top Evaluated Submission as identified during the In-Camera session.

Moved by Councillor Dodge and seconded by Ryan Madill

Carried

9.4 Next Steps

i. Communication

Noora outlined that Purchasing will be informed of who the winning bidder is, and they would start the engagement process. The other five unsuccessful bidders will be notified, and they all received a stipend of \$1500 for their time.

Chief McCormick asked about how and when the unsuccessful bidders will get their stipend. Noora will send an email to the recording secretary with respect to this process.

ii. Summary Materials

iii. Fundraising

Mayor Sendzik suggested that this be discussed at the next meeting looking at more of the detail of the chosen design which might be the step to get us where we need to go. The Fallen Workers Welland Canal Memorial had a finished design to show the fundraising committee. This may be where we need to be at to begin.

Mayor Sendzik outlined that there would be a donation/contribution form that an individual would submit to the City and they would get a charitable receipt – a separate account would be set up for funds to be expensed and deposited.

1. Liaison with the selected fundraising group and provide details about an information circular and fundraising
2. The administrative piece relating to the account set up would be done through Finance
3. Noora will arrange to have the winning bidder come to the next taskforce meeting to get more details
4. Chair Katzman suggested an ad-hoc meeting before the next meeting, Noora will coordinate a meeting with the winning bidder before the next taskforce meeting
5. Ryan Madill asked about timelines and Chair Katzman responded that when we begin to communicate to the public, we'd like to ideally have a website to launch. A circular document and follow-up to agree on timing may work as a next step instead of waiting until the next task force meeting.
6. Ryan Madill thanked Chair Katzman and the task force for all their work on this meaningful initiative.

10. Date of next meeting
Tuesday, October 05, 2021

The Chair may call ad-hoc meetings before then based on the work to be done.

11. Motion to Adjourn at 5:51pm
Moved by Chief McCormick and seconded by Mayor Sendzik
Carried