

SPECIAL MEETING OF THE EMERGENCY SERVICES COMMITTEE

RE: MASTER FIRE PLAN REVIEW

Fire Administration Building
61 Dundas Street East, Paris
Tuesday, August 12, 2008
7:00 p.m.

Present: Mayor Eddy, Councillors Wheat, Schmitt, Powell and Hodge

Regrets: Councillor Haggart

Staff: Collings, Underwood, Hayman and Lehmann

Councillor Wheat in the Chair.

APPROVAL OF AGENDA

Moved by – Councillor Powell
Seconded by – Councillor Hodge

That the Special Emergency Services Committee meeting agenda for August 12, 2008 be accepted.

.Carried

MINUTES

Moved by - Councillor Hodge
Seconded by – Councillor Powell

That the minutes of the special Emergency Services Committee meeting of March 27, 2008, be approved.

.Carried

MASTER FIRE PLAN REVIEW

In response to questions regarding private hydrants in Burford, Mr. David Collings, Fire Chief, reported that in accordance with the *Fire Prevention and Protection Act*, the County Fire Department does have access to the hydrants.

Introduction to the Master Fire Plan

Kathryn Underwood, Director of Community Services, reviewed the history of the Master Fire Plan and reported that the purpose of the special meeting is to discuss the Master Fire Plan in relation to projected next steps. The Director noted that the Master Fire Plan is a fluid document that will continue to change in conjunction with the changing needs of the County.

Presentation of the Master Fire Plan

Mr. Geoff Hayman, Chief Fire Prevention Officer, presented the current Master Fire Plan, noting that the intention of the review is to monitor, evaluate and revise the document to add another year to the five year plan. The Chief Fire Prevention Officer outlined the status (completed, in

process or in the planning stages) of the fifteen items included in the Master Fire Plan, as follows:

- Replacement of Aerial Ladder Truck – American LaFrance 100' platform in service December, 2007
- Ice and Water Rescue Training and Equipment – Acquired equipment and training – Fall of 2007 and Winter of 2008. Replacement of boat in Onondaga station – Winter/ Spring 2009. Additional training in Winter 2009.
- Pre-Fire Planning - Initial training March, 2008. Additional training to be conducted. Vacancy of Training Officer delayed further implementation.
- Incident Safety Officer – Initial training April 2007 / March 2008. Vacancy of Training Officer delayed further implementation.
- Rural Water Supply – Survey complete for former South Dumfries fire area. In process.
- Training and Professional Development – Continuing. Vacancy of Training Officer delayed further implementation.
- Respiratory Protection Program – Ongoing program, in agreement with City of Brantford Fire Department.
- Training Ground Facility – Ongoing use of structure throughout the municipality. Initiative with Brantford Fire Department on joint training facility deferred.
- Training of Dispatch Staff – Attendance at seminars by full time staff, training on computer software. Additional training deferred.
- Data and Records Management - Fire Pro 2 implementation in process. Now in use at Dispatch centre.
- Apparatus and Equipment Replacement – Ongoing (ie. replacement of PPE, Scott SCBA program complete, tanker delivered and in service at Station #4 Cainsville, pumper ordered for Station #2 Airport)
- Facilities – Repairs and upgrades continuing (ie. wiring, heating, lights, exterior grading, etc.)
- Fire Prevention and Public Education – Continued delivery of legislated documents.
- Succession Planning – Administration level in process, Station Level delayed.
- Dispatch Centre – Initial research that neighbouring Ambulance and Fire Dispatch Centres completed.

Discussion and Questions Re: Action Items

Discussion was held with respect to the following five Action Items included as part of the Master Fire Plan review process:

- **Administration**

The Director reviewed the County of Brant Fire Administration Proposed Changes from 2008 – 2010 flow chart (“FAPC”), as approved by the Emergency Services Committee and County of Brant Council. The Director noted that the FAPC is subject to budget deliberations and review each year. She requested that Committee consider including the FAPC as part of the Master Fire Plan review.

Moved by – Councillor Hodge

Seconded by – Councillor Schmitt

That the County of Brant Fire Administration Proposed Changes from 2008-2010 be incorporated into the Master Fire Plan.

.Carried

Councillor Wheat expressed concern with respect to the projected time frame for the hiring of additional administrative staff and suggested that the process be extended over a longer period of time. Councillor Wheat noted that once the Deputy Fire Chief position is filled, the need for additional administrative staff may diminish.

Chief Collings noted that year 2008 of the FAPC does not include any additional positions not already included in the staffing complement. Chief Collings expressed his desire to see the additional positions remain in the FAPC, even if they were to be listed as “vacant”, and that all additional positions are subject to budget considerations.

The Director noted that at the special Emergency Services Committee meeting held with the respective Chiefs and District Chiefs, it was apparent that training was a substantial concern from each of the Stations and suggested that if the Training Officer position is not supported at the time of 2009 budget deliberations, that it at least appear as a “vacant” position and remain as part of the FAPC.

- **Apparatus and Equipment**

The Fire Chief reviewed the Proposed Fire Apparatus & Equipment Deployment Chart and discussion focused on the logistics of re-deployment, disposal and reservation of various equipment and apparatuses.

Councillor Hodge expressed concern with respect to the proposed re-deployment of Unit # 94 (1986 Ford Tanker) from Station #9 to Station #3 and suggested that the Unit may be better utilized if it were to be re-deployed to Station #2. The Chief Fire Prevention Officer reported that the number of times that Unit 34 has been utilized as a tanker in the past one year period is minimal and that it would be beneficial to re-deploy the Unit to a Station where it would be more frequently utilized as a tanker.

In response to questions, the Fire Chief noted that the next Chiefs’ Meeting is scheduled for Thursday August 14, 2008 and that the Proposed Fire Apparatus & Equipment Deployment Chart could be reviewed at that meeting.

Moved by – Councillor Schmitt
Seconded by – Councillor Powell

That the Fire Chief be authorized to further investigate the County of Brant Proposed Fire Apparatus & Equipment Deployment Schedule in conjunction with the respective Fire Stations;

And that following such further investigation, the Fire Chief be directed to submit a revised County of Brant Proposed Fire Apparatus & Equipment Deployment Schedule to the Emergency Services Committee, prior to October 31, 2008, for review and recommendation to Council for inclusion in the Master Fire Plan.

.Carried

- **Facilities**

The Chief Fire Prevention Officer reported that there are currently eight fire halls in the County and one additional building that is utilized for storage of apparatuses, supplies and equipment. He noted that the additional building is also utilized as a temporary fire hall when conditions restrict travel through the Paris area.

The Chief Fire Prevention Officer further reported that of the eight fire stations in the County, three have been constructed within the previous 16 years and that the remaining fire stations were constructed during the mid 1950's to early 1960's and were designed to house apparatuses of lesser capability (smaller trucks, less storage, smaller pumps, limited water supply). The Chief Fire Prevention Officer noted that accordingly, newer fire trucks designed to meet the current level of service are being stored in relatively small accommodations. He advised that several fire stations do not meet additional standards for air quality, meeting rooms and washrooms.

Moved by – Councillor Hodge
Seconded by – Councillor Schmitt

That the Facilities portion of the Master Fire Plan review be deferred for six months time;

And that the report received from Steve Pinkett on maintenance of the fire halls continue to be utilized in conjunction with maintaining the County's fire facilities;

And that any recommendations put forth by the Corporate Development Committee and approved by County of Brant Council, with respect to Facility upgrades, shall supercede the recommendations included in Steve Pinkett's report.

.Carried

- **Fire Prevention and Public Education (Volunteer Fire Prevention)**

The Director reported that in 2008, \$3,500 was approved by County of Brant Council for inclusion in the Operating Budget for public education and fire prevention awareness. She noted that the inclusion of funds in the Operating Budget was the first step in increasing public education and fire prevention awareness in the County of Brant and requested that the same \$3,500 be included for consideration of the 2009 Operating Budget.

Moved by – Councillor Powell
Seconded by – Councillor Hodge

That at the time of 2009 Budget review, the amount of \$3,500 be considered for inclusion in the 2009 Operating Budget to facilitate public education and fire prevention awareness in the County of Brant.

.Carried

- **Additional Suppression Training Hours**

The Chief Fire Prevention Officer reviewed the proposed additional suppression training hours and reported that the Fire Department's goal is to increase suppression training hours by fifty percent. He noted that this increase could be accomplished by increasing to four practices per year for each of the next two years. In response to questions, the Chief Fire Prevention Officer reported that the budget impact would be approximately \$19,600 to \$20,000 in additional firefighter remuneration per year.

Councillor Wheat expressed concern that requesting volunteer firefighters to attend at additional practices may result in a lapse in volunteer attendance. In response, the Fire Chief reported that the increase in practice time was proposed by the respective District Chiefs and that some stations are already operating at more than two meetings per month. The Fire Chief noted that he is supportive of allowing the respective stations to schedule additional training as they see fit (ie. four sessions at two hours each, one eight hour session over the weekend, etc.).

Moved by – Councillor Schmitt
Seconded by – Councillor Hodge

That four two-hour sessions of additional suppression training in 2009 and an additional four two-hour sessions of suppression training in 2010, resulting in 36 practices per year in 2010, be included in the Master Fire Plan.

.Carried

OTHER BUSINESS

Rural Water Supply

The Chief Fire Prevention Officer reported that a rural water supply study has been completed for the South Dumfries area and that various sites, namely Glen Morris and Scenic Drive have been identified as potential rural water supply sources. The Chief Fire Prevention Officer noted that the rural water supply study is ongoing.

The Chief Fire Prevention Officer further reported that in 2005, a report on the Rural and Urban Water Supply for Firefighting for the Burford fire response area was accepted by Committee and Council and that this report outlined a five year plan to be incorporated with other areas to provide rural and urban areas with a dedicated water supply for firefighting purposes. He noted that the 2007 Master Fire Plan includes information gathered from the study that the Fire Department conducted with respect to water supply sources in rural and urban areas. It was further noted that the Master Fire Plan has recommended that a County-wide study be completed and that identified sites be selected on a priority basis.

Mayor Eddy expressed concern that another water source is not required for the Burford fire response area. In response, the Chief Fire Prevention Officer noted that the study is ongoing

and that as locations and requirements for sources of water are identified, they would be integrated into the Master Fire Plan review process, for review and approval.

ADJOURNMENT and NEXT MEETING

The Committee adjourned at 9:10 p.m. on a motion of Councillors Hodge and Schmitt, to meet again in March of 2009.

Secretary