

NOTES of a Meeting of the Master Fire Plan Task Force of the Township of North Frontenac held on Tuesday, April 15, 2014 at the Clar/Mill Community Hall, 6598 Buckshot Lake Road, Plevna, Ontario.

PRESENT: Councillor Gerry Martin, Chair; Deputy Mayor Fred Perry – Ward 1; and Steve Sunderland.

ALSO PRESENT: Cheryl Robson, Chief Administrative Officer (CAO); Steve Riddell, Director of Emergency Services/Fire Chief; Casey Cuddy, Kaladar/Barrie Fire Chief; and Brooke McGrath (Recording Secretary).

ABSENT WITH REGRET: Councillor John Inglis - Ward 3; and Deputy Reeve Bill Cox – Ward 2, Township of Addington Highlands

1) CALL TO ORDER

The meeting was called to order by the Chair at 9:20 a.m.

2) APPROVAL OF AGENDA

The Task Force approved of the Agenda, as previously circulated.

3) APPROVAL OF NOTES

a) The Notes for the Master Fire Plan Task Force for the February 18, 2014 meeting were approved, as previously circulated (Received by Council on April 28, 2014).

b) The Notes for the Master Fire Plan Task Force Staff Meetings dated April 1st and April 8th, 2014 were received for information.

4) BUSINESS ARISING

a) Updated Organization Chart for the North Frontenac Fire Department (NFFD).

The updated organization chart for NFFD has been revised to reflect the proper chain of command within the department (see attached).

b) Chair inquired as to whether copies of the Burning By-laws were to be provided to the local newspapers, Township Website and Cottage Associations; as decided at the February 18, 2014 Meeting. Chief Riddell told Task Force that a notice had been put in the Frontenac News Copies will be provided to the Master Fire Plan Task Force at the May 27, 2014 Meeting. The Fire Chiefs will consider placing a Joint Notice in the Frontenac News for 2015, as a cost saving measure.

5) NEW BUSINESS

a) NFFD History provided by Deputy Chiefs.

Chair will inquire within the community to find a volunteer to assemble the information (provided by North Frontenac Deputy Chiefs and Chief Cuddy for Kaladar-Barrie) into a 1-2 page summary for the Master Fire Plan. Perry will supply additional information about Kaladar-Barrie. Riddell will ask Deputy Chiefs at their next meeting for further history.

b) Draft Mission Statement from Ken Kent, former NF Fire Chief.

The Mission Statement from Kent was provided as a reflection of the mindset at the time. A new Mission Statement should be created for the Master Fire Plan that reflects where the Kaladar-Barrie and North Frontenac Fire Departments are at the present time.

NOTE: An updated roster of the NFFD will be provided to Council, with new maps created to reflect the location of volunteers in relation to fire halls. The three Wards need to be shown individually, but this layout may not show the whole picture. Certain factors will not be shown (i.e. does the volunteer live out of the Township during the week? Location of workplace compared to residence?) This can create concerns about response times. Response times and number of Volunteer Fire Fighters responding are essential to fire/medical calls. Should concern for overall coverage be more important than individual calls for the wards/stations to ensure the whole of the Township is protected?

There are recruiting and retention concerns within both Fire Departments at the present time. Are there ways to accommodate volunteers in a large, geographical area?

c) Verbal Update from CAO and Fire Chiefs to Task Force Members re: Revisions to North Frontenac's Draft Simplified Risk Assessment.

CAO updated members of the work done by staff on the Draft Simplified Risk Assessment (SRA). The current Establishing & Regulating By-law #33-03 for North Frontenac Fire Department (NFFD) was discussed, in comparison with Kaladar-Barrie's current Establishing & Regulating By-law #121-12.

d) Charts Reflecting Three Years Call Volume by Year, Calls by Type and Percentage of Call Types from 2011-2013 for North Frontenac (Wards 1, 2 and 3). (see attached)

All numbers that were used to create the charts originated from the station that was first dispatched. It was noted that numbers from Ward 1 do not include highway incidents. The numbers are from the Office of the Fire Marshal (OFM). The information is provided to the OFM by the fire station first dispatched through Incident Reports. The information is entered into the OFM system and statistics are generated from what is provided by the responding fire station.

It was noted that Hamlets have a lot of aging infrastructure, resulting in increasing calls. EFR calls are also increasing, due to our large seasonal population. Where the calls show a need, those numbers demonstrate where the Volunteer Firefighters (VFF) should be. We should examine the possibility of shared services, as job expectations and responsibilities increase (i.e. Full time officers shared with 2, 3 or 4 municipalities). The Fire Chiefs will discuss with other Fire Chiefs and report back to the Task Force.

To help with the retention of VFFS, we need to ensure we have a good quality/structured training program. We need to be flexible as VFFs have to work out of the area and have personal and family commitments as well.

Additional information needs to be included to form a more complete picture. Charts will be created by Secretary and provided at May 27 Master Fire Plan Task Force meeting to show what stations were first dispatched to medical/fire calls; population by wards; number of incidents on Highway 41.

e) Information regarding "Firehouse Software".

Central Frontenac Fire Chief Bill Young graciously came to North Frontenac and gave a demonstration of "Firehouse" to the two Fire Chiefs, CAO and Secretary. The software was discussed, as a possible recommendation to Council in the Master Fire Plan. New technology should be explored to improve services and communication within the Township. Both Fire Chiefs felt "Firehouse" is the best program on the market to streamline information such as training, payroll, maintenance and pre-incident planning and is compatible with the OFM software. Chief Riddell will inquire what system the surrounding municipalities have installed.

Both Fire Chiefs will draft a joint Administrative Report to the Task Force re: Software Recommendations (types of software available, references from other municipalities, costs, benefits to other Township Departments, future technology opportunities, etc.). The NFFD currently has Level One Dispatch, through Kingston. Kingston Dispatch is responsible to tone out the Fire Department and give location of the incident to the responding station. Once the dispatch has been received, the Fire Department is responsible for maintaining communication with dispatch (i.e. location of responding vehicle, time of actions taken, etc.) The cost for Level One is approximately \$8900. If the Township would like to go to Level Two, the cost will roughly double.

f) Resolution 595-13: Proposal to Launch a Master Fire Plan Task Force in North Frontenac Township-Draft Plan to Council on or before June 30, 2014-Additional Time Required. A request will be made to Council at the April 28, 2014 Regular Meeting to extend the mandate of the Master Fire Plan Task Force. The suggested end date is September 2, 2014.

6) NEXT STEPS

Chair will look into the increase of cell phone availability in the area and provide a verbal report to the Task Force at the May 27th meeting.

7) ADJOURNMENT

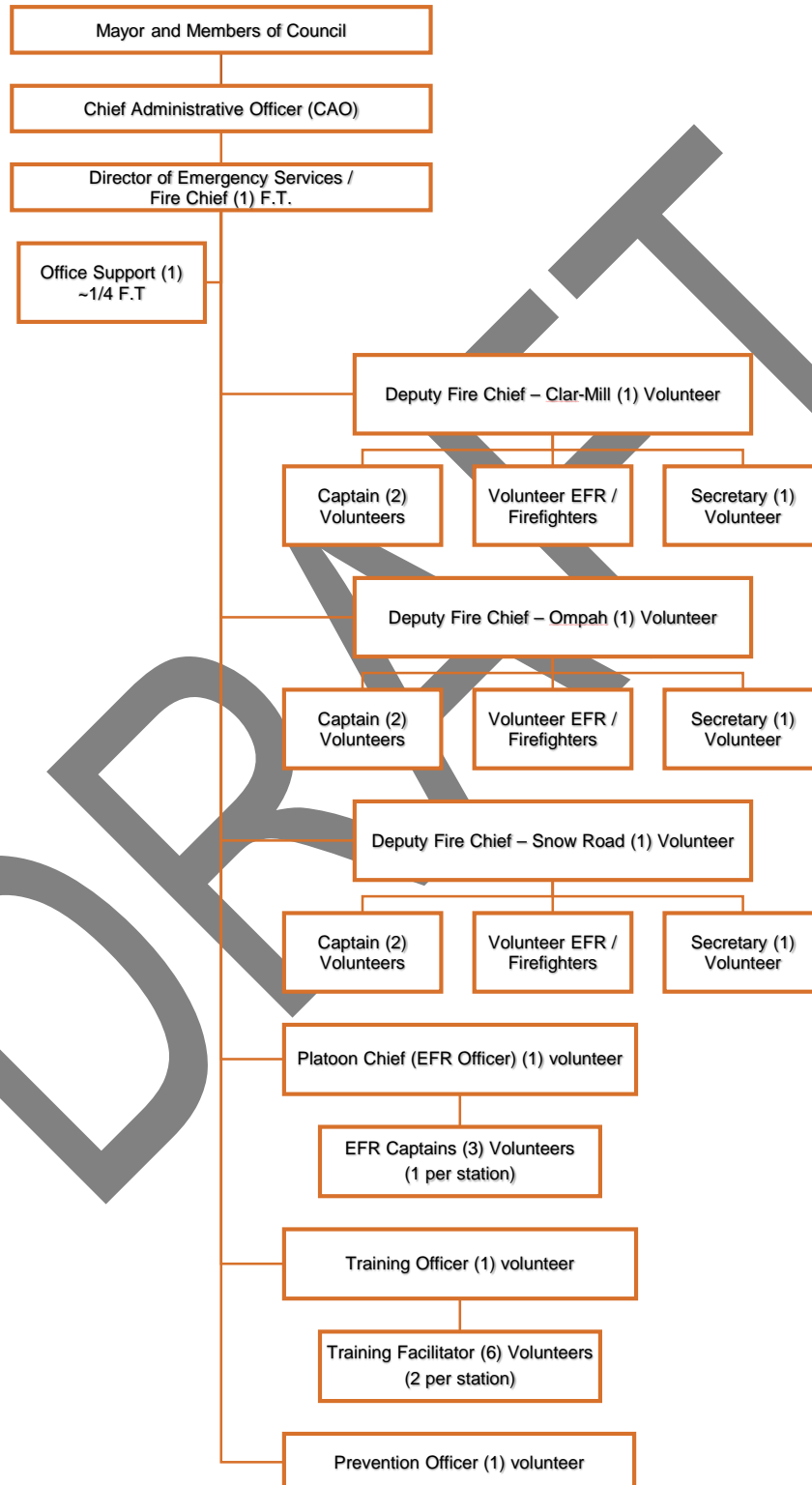
The Chair adjourned the meeting at 11:35 A.M. until Tuesday, May 27, 2014 at 9:00 a.m. at the Clar-Mill Community Hall, or at the call of the Chair.

APPROVED BY THE MASTER FIRE PLAN TASK FORCE

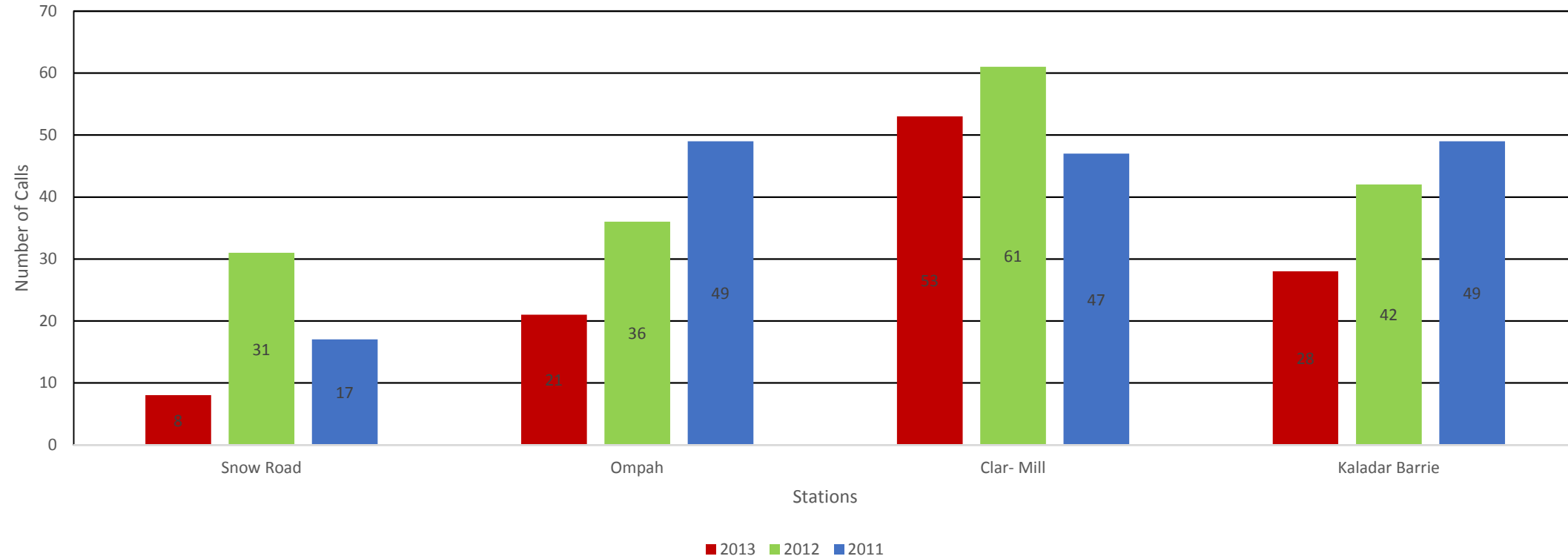
ON _____, 2014. _____
Gerry Martin, Chair
Township of North Frontenac
Master Fire Plan Task Force

RECEIVED BY COUNCIL ON _____

Attachments (2)

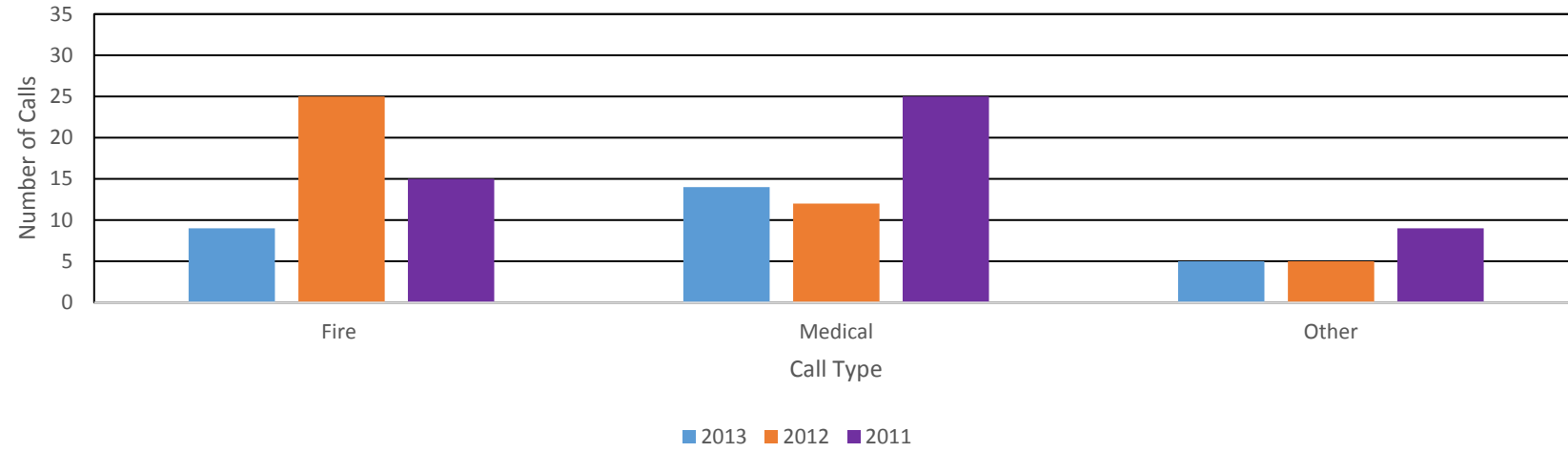


Call Volume by Year 2011-2013

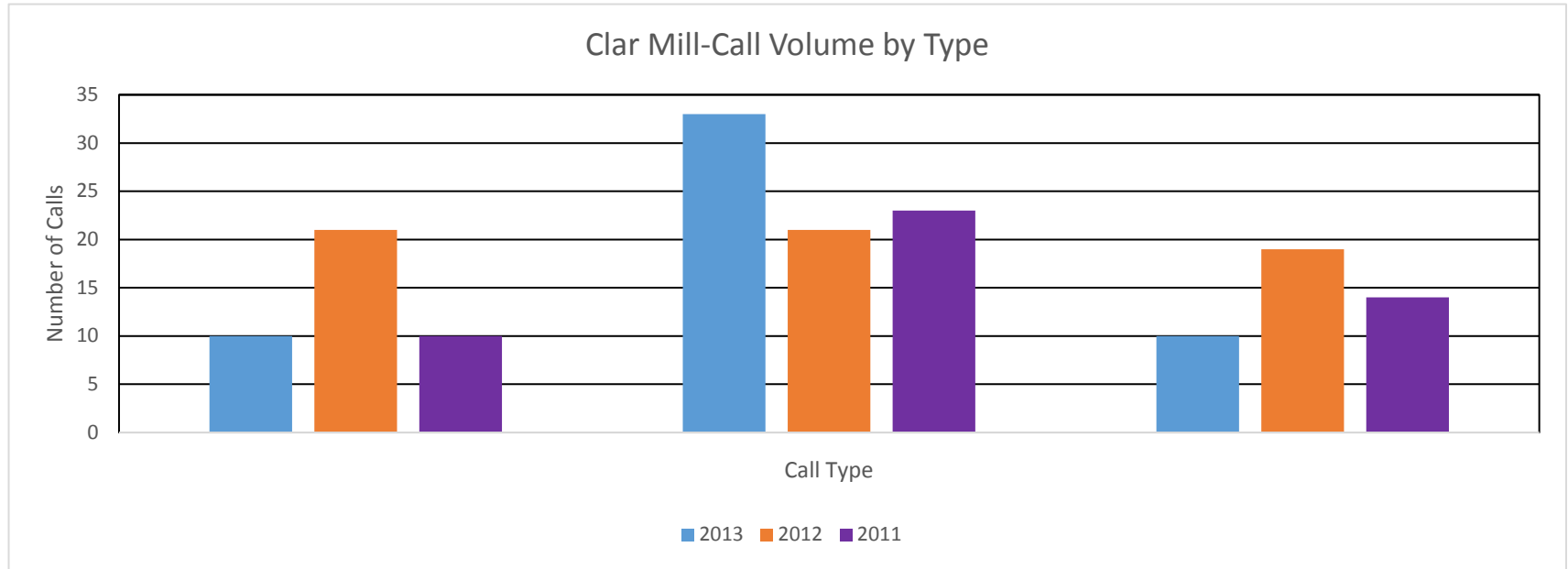


	Snow Road	Ompah	Clar- Mill	Kaladar Barrie	Totals
Year					
2013	8	21	53	28	110
2012	31	36	61	42	170
2011	17	49	47	49	162
Totals	56	106	161	119	442

Kaladar Barrie-Call Volume by Type

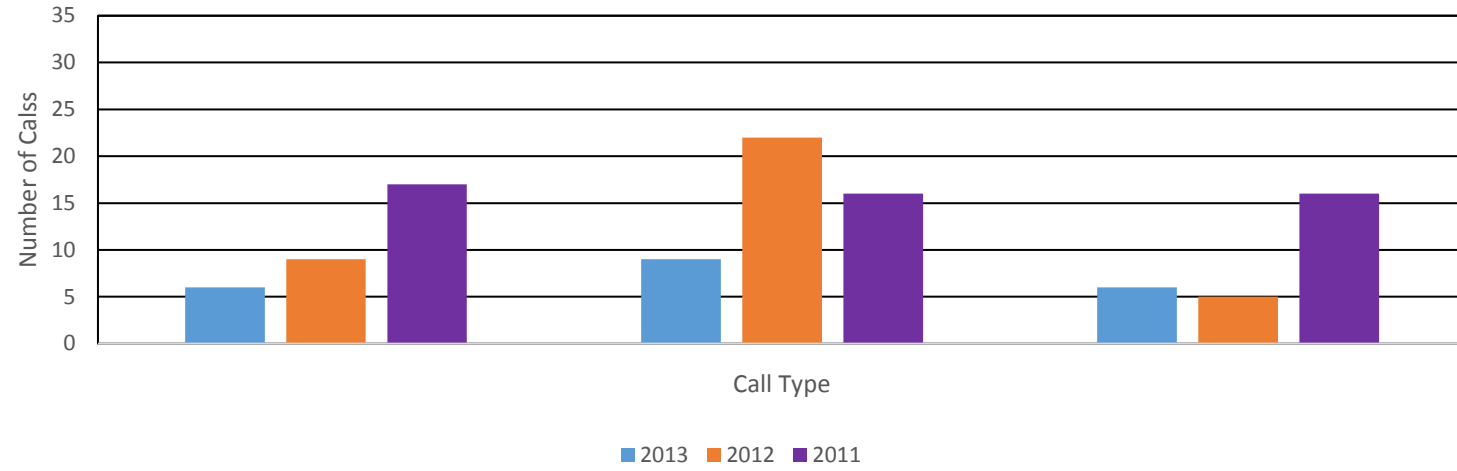


KB	Fire	Medical	Other		Total
2013	9	14	5		28
2012	25	12	5		42
2011	15	25	9		49
Totals	49	51	19		119



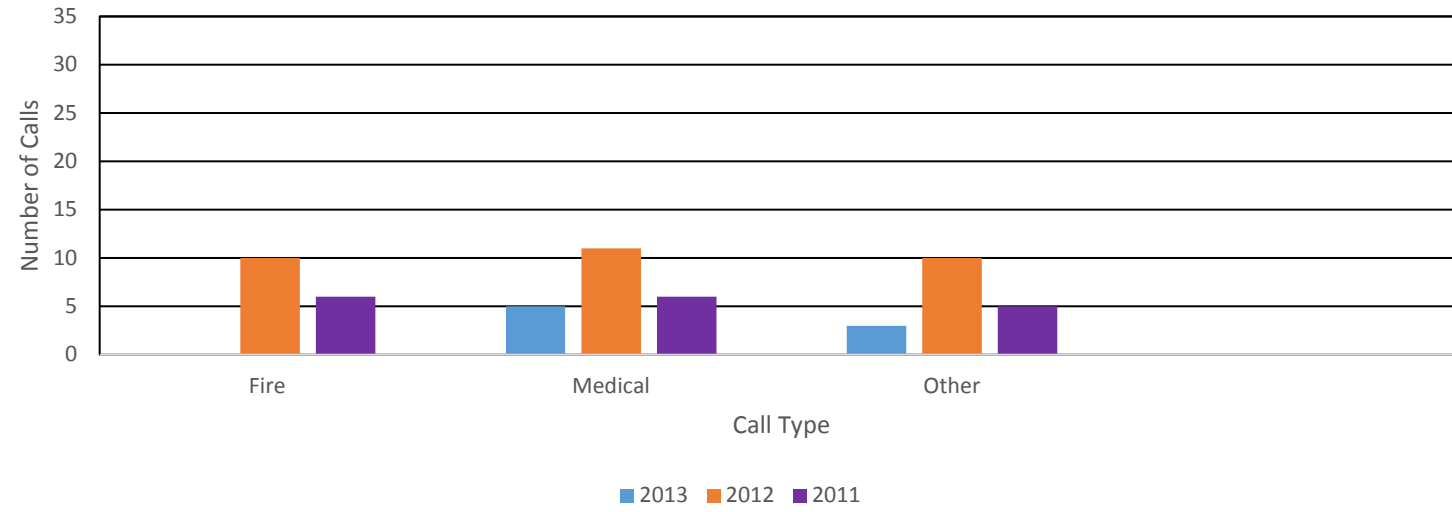
CM	Fire	Medical	Other		Total
2013	10	33	10		53
2012	21	21	19		61
2011	10	23	14		47
Totals	41	77	43		161

Ompah-Call Volume by Type



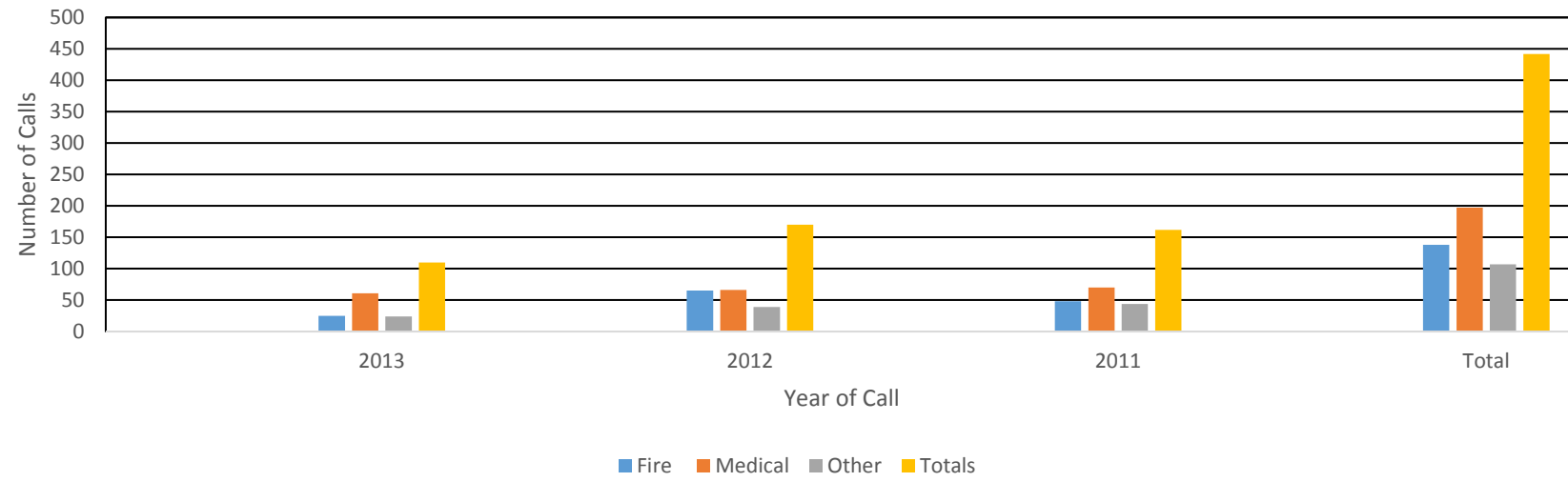
OM	Fire	Medical	Other		Total
2013	6	9	6		21
2012	9	22	5		36
2011	17	16	16		49
Totals	32	47	41		106

Snow Road-Call Volume by Type



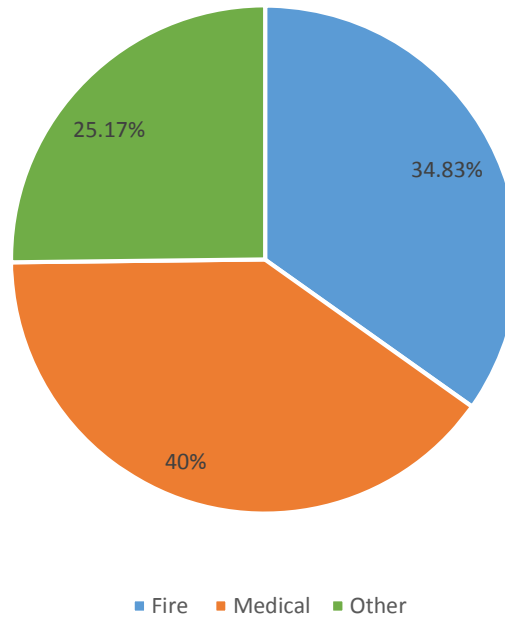
SR	Fire	Medical	Other		Total
2013	0	5	3		8
2012	10	11	10		31
2011	6	6	5		17
Total	16	22	18		56

Total of 4 Stations-Call Volume by Type



All 4	Fire	Medical	Other	Totals
2013	25	61	24	110
2012	65	66	39	170
2011	48	70	44	162
Total	138	197	107	442

Percentage of Call Types- 3 Years



Fire	Medical	Other
34.83%	40%	25.17%

- Other:
- CO False Fire Alarms
 - False Fire Calls
 - Human-Accidental Alarm Activation
 - Call Cancelled on Route
 - Mutual Aid
 - Power Lines Down, Arcing
 - Vehicle Collision/Extraction
 - Water Rescue