

NOTES of a Meeting of the Master Fire Plan Task Force of the Township of North Frontenac held on Tuesday, February 18, 2014 at the Clar/Mill Community Hall, 6598 Buckshot Lake Road, Plevna, Ontario.

PRESENT: Councillor Gerry Martin, Chair; Deputy Mayor Fred Perry – Ward 1; Councillor John Inglis - Ward 3; 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; Eric Korhonen, Fire Prevention Officer (FPO); and Brooke McGrath (Recording Secretary).

ABSENT WITH REGRET: 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

The Notes for the Master Fire Plan Task Force for the January 16, 2014 meeting were approved, as previously circulated (Council to receive these Draft Notes for Consideration on February 24, 2014).

4) BUSINESS ARISING

- a) Resolution from Kaladar Barrie Joint Fire Committee approving the appointment of Fire Chief Casey Cuddy to the Master Fire Plan Task Force (pending North Frontenac Council approval):

The Task Force received the Fire Committee's Resolution approving Fire Chief Cuddy as a Master Fire Plan Task Force Member, pending Council's consideration.

- b) Approval of the appointment of Eric Korhonen to the Master Fire Plan Task Force (pending North Frontenac Council approval):

Chair asked for Korhonen to describe what a Fire Prevention Officer (FPO) does. Korhonen explained an FPO enforces the Fire Prevention Code, educates the public and performs inspections upon request, complaint or knowledge of infraction. The FPO currently attends Cottage Associations (CA) meetings over the summer to educate seasonal residents. Riddell pointed out these meetings are typically held over the long weekends in the summer. As a result, the FPO and Volunteer Firefighters (if available) can only attend 4 meetings in a weekend. As there is a large number of CAs in North Frontenac, these sessions cannot be held annually.

The idea of creating a liaison person from the community to the Fire Departments was suggested. After a lengthy discussion, it was determined that due to possible liability concerns and to ensure everyone receives the same information, the Fire Chiefs and FPO will continue providing public education and fire safety information to all residents, businesses and Cottage Associations (CA).

Burning By-laws are in place and on the Township website for both North Frontenac Fire Department (NFFD) and Kaladar Barrie Fire Department (KBFD). The communities should be made aware of the scope of the by-laws in terms of set fines, fees and enforcement. A

suggestion was put forth that copies of the By-laws be sent to the CA in the spring when cottagers return to the area; copies also be provided to local businesses; and a notice published in The Frontenac News to increase public awareness.

Public Education regarding fire safety does save more lives than responding to a call. Should more resources be put into Fire Prevention and Education? What resources are required? Further discussion by the Task Force will be required. Is there an opportunity to combine services with NFFD and KBFD and/or with other surrounding municipalities as well? The Task Force instructed the two Fire Chiefs to continue to investigate joint opportunities.

5) NEW BUSINESS

- a) Resolution from Kaladar Barrie Joint Fire Committee requesting Fire Administrator Bill Cox attends each meeting of the Master Fire Plan Task Force:

The Task Force received the Resolution and the secretary was instructed to provide the Kaladar Barrie Fire Administrator (presently Addington Highlands Councillor Bill Cox) with a copy of each agenda in advance of the meetings.

- b) North Frontenac Fire Department Organization Chart:

The Task Force received the Draft Organization Chart (see attached), which is based on the positions being approved through Annual Budget, by the Council of North Frontenac

The roster maximum for each North Frontenac Fire Department is thirty (30) Volunteer Firefighters (VFF) per Council resolution. At the present time, Clar-Mill has fifteen (15) VFF, Ompah has fifteen (15) VFF and Snow Road has twenty one (21); Kaladar Barrie has twenty five (25). Due to an aging and declining population, the numbers of VFF aren't increasing. It was suggested that one goal of the Master Fire Plan should be to find ways to encourage community involvement and increase the number of VFF.

The idea of sharing Training and Fire Prevention Officers with neighbouring Townships was discussed as a method of decreasing costs to municipalities. For example, Training Officers could specialize in one area of training and then travel to various Fire Departments. This joint training would reduce costs and create a team building environment. As previously noted, the Fire Chiefs are looking at all possible joint opportunities.

- c) Sample of Simplified Risk Assessment from the Office of the Fire Marshal: Received for information.

d) North Frontenac Fire Chief Riddell – Draft Updated Simplified Risk Assessment (SRA): The Task Force reviewed the Draft SRA and felt it needed improvement. More information will be provided over the next few weeks. Riddell, Cuddy, Robson and the Recording Secretary will meet in March to improve the SRA and mapping

It was agreed that North Frontenac should have one SRA for the entire municipality.

e) The FPO noted that the Chief Building Official (CBO) shall provide Building Plans for all new Commercial/Industrial buildings to the Fire Chiefs for plan review. The CAO was instructed to check with the CBO to ensure this is being completed.

- f) It was suggested that a student may be used for the Smoke Alarm System Program

(i.e. door to door). Chief Riddell is to discuss possible student opportunities for future years with Manager of Community Development, as all 2014 student grants have been submitted.

6) ADJOURNMENT

The Chair adjourned the meeting at 12:25 P.M. until Tuesday, April 15, 2014 at 9:00 a.m. at the Clar-Mill Community Hall, or at the call of the Chair.

Note: Staff Only (2 Fire Chiefs, CAO and Recording Secretary) will meet on March 26, 2014 at 9:00 A.M.

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 (1)

