

NOTES of a Meeting of the Master Fire Plan Task Force of the Township of North Frontenac held on Thursday, January 16, 2014 at the Clar/Mill Fire Hall (upstairs Meeting Room), 6648 Road 506, 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; John Doucet, Fire Protection Advisor, Office of the Fire Marshal and Emergency Management; Chad Brown, Program Specialist, Office of the Fire Marshal and Emergency Management; Deputy Reeve Bill Cox – Ward 2, Township of Addington Highlands; and Brooke McGrath (Recording Secretary).

1) CALL TO ORDER

The meeting was called to order by the Chair at 1:57 p.m.

2) APPROVAL OF AGENDA

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

3) DELEGATIONS

a) Representatives from the Office of the Fire Marshall and Emergency Management (OFMEM): John Doucet, Fire Protection Advisor; and Chad Brown, Program Specialist.

Brown explained the process to be followed to complete a Master Fire Plan. First, we should be looking at existing services provided and the last five (5) years of actual calls; update our Simplified Risk Assessment (SRA) for all of North Frontenac (North Frontenac Fire Department (NFFD) and Kaladar Barrie Fire Department (KBFD)) to determine actual needs; programs and services; for Council's consideration (i.e. amending Core Services in the Establishing and Regulating By-laws).

Brown referred to documentation distributed to Task Force (through the Agenda package) reviewing NFFD's averages over the last five (5) years. Each Fire Department must provide data to the OFMEM every quarter to track types of calls (medical or fire) and level of service provided. Brown is to provide statistics for Addington Highlands Township. KBFD statistics are recorded to the applicable Township.

Brown explained the Fire Protection and Prevention Act (FPPA) Part II, Section 2.1 states that every municipality shall:

- (a) Establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
- (b) Provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

Brown suggested that the first priority of the Fire Department should be to deliver basic fire safety knowledge to the public and that all Wards within North Frontenac should expect the same level of service. Each municipality needs a similar delivery model and levels of service to accomplish goals.

Brown referred to the National Fire Protection Associations (NFPA) Standard 1710: Standard for the Organization and Deployment of Fire Suppression Operation, Emergency Medical Operation and Special Operations to the Public by Career Fire Departments. This standard contains the

minimum requirements that address functions and objectives of Fire Department emergency service delivery, response capabilities and resources. The minimum number of fire fighters required to offer the level of service (defined by the Council of North Frontenac's Establishing & Regulating By-law #33-03) is fourteen (14) fire fighters on scene, in full bunker gear with a Self Contained Breathing Apparatus (SCBA). On average, the NFFD currently doesn't meet this standard (i.e. number of Volunteer Fire Fighters available to respond at a given time varies/ different then full time Fire Fighters; however need numbers to ensure safety as per WSIB and OH&S Acts; what can we afford?). Addington Highlands faces similar issues.

Brown suggested the best way to proceed at this point is create a SRA to determine the needs and capabilities of the NFFD and Kbfd. This would include a review of services provided by both departments, examination of water supplies and development of a GIS map to determine where higher levels of service may be needed.

Brown stressed that a SRA should be completed before moving on with a Master Fire Plan, as it will help define the strengths and weaknesses of the Fire Departments; and identify areas with a higher potential for fires and the impact on the community. The CAO will meet with the IT Technician/GIS Coordinator (IT/GIS) to explain the project. Then the Fire Chiefs and Secretary will meet with the IT/GIS to identify and map properties with a value over \$500,000 (i.e. Fire Chiefs shall report these losses to the Province); all four (4) Fire Stations and all water supplies; all Commercial/Industrial properties; and calculate response distances (by roads). It was noted that there will be different response times for each household:

- Ward 1 = One (1) Station
- Wards 2 & 3 = Three (3) Stations
- Plus our large Rural Geographical Area

Brown felt that in a rural area as large as North Frontenac, the Fire Departments needed to focus on fire prevention education for the public and inspections to ensure that structures are properly protected.

If it turns out North Frontenac can't offer fire suppression, what can we do? Some possible options are:

- Increase Public Education and Smoke Alarm Programs
- Keep residents (permanent and seasonal) informed of self responsibility that comes with living in a remote, rural area with a Volunteer Fire Department

Pre-Incident Planning was discussed (to access hazards upfront) and we could complete Fire Safety Inspections on large/commercial buildings first. Chief Riddell explained the benefits of IPads for Pre-Incident Planning, making it faster to access critical information at a fire scene.

The OFM Representatives explained we should consider our return on investment. For example, should increasing our Fire Prevention and Education programs be a top priority? The safety of our Volunteer Fire Fighters should be our number one concern.

The SRA and Master Fire Plan will be a reality check for Council, Staff and all residents of North Frontenac. Brown advised that once a municipality establishes a Fire Department, Council shall establish services and set service levels; and establish adequate training programs and equipment.

Both Fire Chiefs advised they have a SRA completed that does require updating. The Fire Chiefs will provide the existing and draft updated SRAs to the Secretary for inclusion in the next Agenda package.

The FPPA has set four (4) minimum requirements for fire protection services for a Fire Department to be deemed in compliance:

- Fire Prevention Inspections (upon complaint or request);
- Smoke Alarm/CO2 Monitors Programs;
- Distribution of Public Education Information and Implementation of Public Education Programs;
- Simplified Risk Assessment (SRA).

Several possible joint opportunities should be investigated by the Township, such as the Fire Prevention Officer, Training Officers and Inspectors. The three (3) most effective lines of defense are prevention and education, inspections and enforcement. Early detection of possible hazards is important.

The updated SRAs will help to:

- Define strengths and weaknesses of the Fire Departments
- Identify values (i.e. buildings, locations)
- Explain history of Fire Departments
- Determine potential areas for fires and impact on the communities
- Explore the behaviour of residents and tourists within the Township
- Discuss affordability

It was agreed that the Task Force will begin both processes (SRA and Master Fire Plan) at the same time. The Secretary will provide copies of the Resolutions from both Councils requesting the OFM assist with the ongoing internal review of the current status of our Fire Departments (i.e. SRA, Mapping, etc.) to the Task Force and the OFM Representatives.

The Chair thanked the OFM representatives, Fire Chief Cuddy and Deputy Reeve Cox for attending today's meeting and they left the meeting at this time.

4) APPROVAL OF NOTES

The Notes for the Master Fire Plan Task Force for the December 17, 2013 meeting were approved, as previously circulated (Council received these Notes of the Inaugural Meeting and approved the Master Fire Plan Task Force's Terms of Reference on January 13, 2014).

5) NEW BUSINESS

a) Draft Table of Contents for the Master Fire Plan Task Force provided by Steve Sunderland: The Task Force reviewed the Draft Table of Contents and Approval in Principle was given (see copy attached).

b) By-laws provided for Information Purposes:

- i) #33-03 – NFFD Establishing & Regulating By-law;
- ii) #121-12 – KBFD Establishing & Regulating By-law;
- iii) #122-12 – Joint Fire Committee Agreement for the KBFD.

All By-laws received for information.

c) Kaladar/Barrie Fire Chief Casey Cuddy- Current Level of Service (see copy attached). Received for information.

d) NFFD Fire Chief Steve Riddell - Current Level of Service (see copy attached).
Received for information.

RECOMMENDATION TO COUNCIL FOR CONSIDERATION

BE IT RESOLVED THAT the Master Fire Plan Task Force recommends Council approve of Kaladar/Barrie Fire Chief Casey Cuddy (subject to Kaladar/Barrie Joint Fire Committee's approval, as he reports directly to this Committee) and Fire Prevention Officer (FPO) Eric Korhonen as members of the Master Fire Plan Task Force, as these two positions would be beneficial to the development of this Plan;

AND THAT the Deputy Mayor Fred Perry (NF Rep on the Joint Fire Committee) request Chief Cuddy's proposed Appointment be considered at the next Committee meeting.

6) ADJOURNMENT

The Chair adjourned the meeting at 4:53 P.M. until Tuesday, February 18, 2014 at 9:00 a.m. at the Clar-Mill Fire Hall Upstairs Meeting Room, 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 (7)

TABLE OF CONTENTS

1.0 EXECUTIVE SUMMARY

(why, what, planning strategy, who, purpose, summary of recommendations)

2.0 INTRODUCTION

(council motion, task force, task force members, purpose of plan, benefits/goals of plan, mission

Statement)

3.0 NORTH FRONTENAC TOWNSHIP PROFILE (geography, road network,

Population profile, growth, unique characteristics re: risk management, fire protection Agreements with adjacent municipalities)

4.0 DEPARTMENT OBJECTIVES

(department mission statement, success factors = reduce property damage, loss of life etc)

5.0 FIRE DEPARTMENT HISTORY

(pre and post amalgamation, 3.5 stations, staffing, volunteers, responsibilities, services)

6.0 ORGANIZATION AND STAFFING

6.1 ADMINISTRATION (who, management team, divisions, reporting structure, organizational chart)

6.2 DEPARTMENTAL TASKS (liaison, OFM responsibilities, training, record keeping, payroll,

budgeting, purchasing, maintenance, scheduling, education, community outreach, incident

reports, planning, risk assessment, communications, fire suppression, emergency rescue,

coaching, performance evaluations, succession planning, discipline, finance, policy,

programming, data management, result evaluation of training and programs,
equipment

inventory and control, facility management, re-supply of materiel, etc.)

6.3 FINDINGS (work load, future staffing needs, shared responsibilities, cost, inflation,
Infrastructure, shared resources)

6.4 RECOMMENDATIONS (organizational structure, sharing resources, technology
advance-

ments, shortfalls, costs, record keeping, efficiencies, reporting, evaluation reporting
structure)

7.0 FIRE SUPPRESSION

7.1 BACKGROUND (current strategy and approach, distances, staffing, equipment,
OFM

Guidelines, National Fire Protection Association 1710 Standard)

7.2 CURRENT SERVICE LEVEL (profile of current fire events, response time, results,
initial attack statistics, problems, challenges, successes)

7.3 ESTABLISHING SERVICE LEVEL TARGETS (time/firefighters/water)

7.4 FINDINGS (conditions that would improve or maintain status quo, cost, training,
staffing)

7.5 RECOMMENDATIONS (staffing, less staff, different equipment, new equipment,
payroll,

Type of training, volunteer recruitment, etc.)

8.0 FIRE PREVENTION AND PUBLIC EDUCATION

8.1 BACKGROUND (current programs, staffing, sharing of resources, training, unique NF
issues,

Legislation, costs, technology)

8.2 FINDINGS (success of programs, preplanning of fire events, building code issues,
costs,

climate change, insurance, compliance, etc)

8.3 RECOMMENDATIONS (modify programs, special training for cottagers, outreach
program

Designed for cottage country, special building code items for remote structures ie steel

Roofs, etc)

9.0 TRAINING

9.1 BACKGROUND (profile of current training procedures, cost, payment, type)

9.2 TRAINING ISSUES IDENTIFIED/FINDINGS

9.3 RECOMMENDATIONS (how, when, where, who, what, sharing resources etc)

10.0 FIRE STATION LOCATIONS

10.1 BACKGROUND (geography, road network, distances, response times, equipment and personnel resources, future population growth/decline, servicing north half of township, etc)

10.2 FINDINGS (volunteer profiles, alternative suppression strategies, cell service, etc.)

10.3 RECOMMENDATIONS (special strategy for north half of township)

11.0 COMMUNICATIONS

11.1 BACKGROUND (911, radio, cell, on site, issues)

11.2 FINDINGS

11.3 RECOMMENDATIONS

12.0 APPARATUS AND EQUIPMENT

12.1 BACKGROUND (prior to amalgamation, post amalgamation, matching equipment to

fire suppression service levels, unique NF requirements)

12.2 FINDINGS (identification of equipment requirements to meet desired service levels,

Physical limitations of the geography, limitations of a volunteer firefighters, firefighter

Safety

12.3 RECOMMENDATIONS (acquisition of different apparatus, phasing out of equipment,

relocating equipment, equipment replacement program, repair and overhaul of existing

equipment, marrying equipment to volunteer firefighter skills, customized equipment
for accessing remote structures within the township)

13.0 WATERSUPPLY

13.1 BACKGROUND (tankers, capacity, litres/m as per fire type, accessibility, water shuttles,

water sources in winter/summer, dry hydrants, capacity of road network, limits of

cottage lanes, water shortages, etc)

13.2 FINDINGS (issues, response times, shortfalls, equipment limitations)

13.3 RECOMMENDATIONS (water access, dry hydrants, costs, phasing, winter maintenance,

road improvements, equipment modifications, fire extinguishers, cottage fire brigades,

prioritizing most vulnerable regions/zones within the township)

14.0 FINANCIAL CONSIDERATIONS

14.1 STAFF

14.2 SERVICE LEVEL

14.3 TRAINING

14.4 FIRE PREVENTION AND EDUCATION

14.5 APPARATUS AND EQUIPMENT

14.6 WATER SUPPLY

From: Casey Cuddy
Sent: January-07-14 1:05 PM
To: Office Support
Cc: Cheryl Robson, CAO; 'Councillor Gerry Martin'
Subject: RE: Master Fire Plan Task Force Meeting January 16, 2014

Brooke, in discussion with chair Martin and reading Chief Riddell's email response to me this morning I will take a shot at this.

In Cloyne station we currently have:

- 1 - 3000 gallon tanker with a small built in pump and a portable pump
- 1- Rapid attack 4x4 one ton with a 200 gallon tank and a built in pump capable of producing 400 gpm, and 3 SCBA
- 1- 4x4 ¾ ton crew cab pickup with a full wild fire unit, a 4" portable pump, and medical response bag & AED
(full wild fire unit) is a "MNR unit" - 5 bags (2,000') of hose, Mark3 pump, chainsaw, 6 water packs, shovels, axes, tool kit, gas, etc.

In Northbrook station we currently have:

- 1 – 1,800 uswg TCP (tanker combination certified pumper) with a 840 gpm PTO pump and a small portable pump. Has pre plumbed hose lays etc. & 3 SCBA
- 1 – 1,200 USWG 1250 gpm certified pumper with on board F500 plumbed to the travers beds and a portable foam educator, and 5 SCBA
- 1 – heavy duty rescue with Jaws of Life, air bags, stabilization kit, traffic control signs, small spill kit, 4 SCBA, BA air bottles, gas detectors, TIC, generator & scene lighting, medical bag & AED, ventilation fans, chain saw, fall arrest equip. we are equipped for pretty well all highway incidents other than mass casualty or chemical incidents.

We try to keep a minimum of 30 + firefighters however this past year we slipped to 25 at one point. We have 4 new recruits at this point and hope to find a few more. With the New Northbrook fire hall we hope to increase to 35 or 40 fire fighters.

Most fire fighters with the exception of recruits and a couple of just truck drivers are trained in all aspects of the job however as in any organization each has their own position where they are best utilized. Training is every Monday night with some additional full day & outside as required.

Fire fighters are assigned station duties as part of their job as well to ensure equipment is maintained and ready for response at all times. This also includes station cleaning etc.

Both stations respond together to all incidents.. fire fighters will listen to the page and if there are enough FF's for the type of incident responding from closer they will not respond but if there are not then they will respond to ensure proper response.

We have been ranging from 90 to 120 calls per year.

I hope this is what you are looking for; if not I plan to be at the meeting and will be happy to answer any questions there.

Casey

*Casey Cuddy
Fire Chief
Kaladar / Barrie Fire Department*

From: Director of Emergency Services/Fire Chief
Sent: January-08-14 3:46 PM
To: Office Support
Cc: Cheryl Robson, CAO
Subject: RE: re: Service levels and services provided

Hi Brooke- Please see information for the upcoming Master Fire Plan meeting.

Fire stations- I have responsibility for 3 fire stations in North Frontenac, Station #1 Ompah Station, Station #2 Snow Road Station and Station # 3 Clar-Mill Station.

Ompah Station- Is currently staffed with approx 17 Volunteer Firefighters with varying degrees of expertise, which is similar for all our 3 Fire Stations.

Apparatus- Currently comprised of a Mini Pumper, Wild Fire Unit, 1 ATV and 1 Medical Response Unit.

Level of Service- All members at this station are trained to Emergency Medical First Response Level.

- Approximately 7 members at this station are trained to Fire Suppression Entry Level.
- Ice Water Rescue Service was previously offered out of this station and continuation of this service will probably be determined through the Master Fire Plan Process. No members are certified to the Ontario Fire College Standard, in house training only.
- ATV Wilderness Rescue Service has been offered at this station for a number of years and has proven to be invaluable in extricating patients from the numerous trails located near the Ompah Station.
- Wild Fire Response Capability- MNR level of training.
- 1 Rescue Boat

Snow Road Station- Is currently staffed with approx 23 Volunteer Firefighters with varying degrees of expertise and capability.

Apparatus- Currently comprised of 1 Triple Combination Pumper, 1 Vacuum Tanker 3000 IMP Gallon Capacity, 1 Rescue, 1 Wild Fire/ Medical Response Unit

Level of Service- 9 members at this Station are trained to Emergency Medical First Response Level.

- Approx 13 members are trained to Fire Suppression Entry Level.
- Auto Extrication Capability i.e. Jaws, Lifting Bags spreaders
- ATV Wilderness Rescue Service.
- Wild Fire Response Capability – MNR Level of Training.

Clar-Mill Station- Is currently staffed with 17 Volunteer Firefighters with varying degrees of expertise and capability.

Apparatus- 1 Pumper, 1 3000 IMP Gallon Tanker, 1 Rescue, 1 Wild Fire Response Unit and 1 ATV.

Level of Service- 10 members at this Station are trained to Emergency Medical First Response Level.

- 10 members trained to Fire Suppression Entry Level.
- ATV Wilderness Rescue Capability

- Wild Fire Response Capability- MNR level of Training.
- 1 boat

North Frontenac Officer's

- 1 Fire Chief
- 3 Deputy Chiefs/ Station Chiefs
- 1 Fire Prevention Officer
- 1 Platoon Chief for Medical
- 9 Captains

Response call total for 3 Stations- 2012

Clar-Mill Station= 61

Ompah Station=36

Snow Road Station=31

Thanks,
Steve Riddell
Director of Emergency Services / Fire Chief