

NOTES of a Meeting of the Master Fire Plan Task Force (MFPTF) of the Township of North Frontenac held on Tuesday, June 9, 2015 at the Clar/Mill Fire Hall, 6648 Road 506, Plevna, Ontario.

PRESENT: Councillor Denis Bedard – Ward 3, Chair; Councillor Wayne Good – Ward 1; Councillor Gerry Martin – Ward 2; Steve Smart; Russell Gray; Leo Ladouceur and Fred Fowler.

ALSO PRESENT: Steve Riddell, North Frontenac Director of Emergency Services/Fire Chief; Casey Cuddy, Kaladar/Barrie Fire Chief; and Jennifer McInnes (Recording Secretary).

ABSENT WITH REGRETS: Steve Sunderland

1. CALL TO ORDER

The meeting was called to order by the Chair at 7:00 p.m.

2. APPROVAL OF AGENDA

The MFPTF approves the Agenda for the June 9, 2015 Meeting, as circulated.

The Chair requested at this time that the Core Services be discussed prior to the Table of Contents and the MFPTF agreed.

3. APPROVAL OF NOTES

- a) May 12, 2015 – Meeting Notes previously circulated to and Approved-in-Principle by the members on May 29, 2015; and received by Council on June 8, 2015.

At this time there was a discussion on Limited Ice and/or Water Rescue and reviewing Core Services to include Ice and or Water Rescue Level 2. It was suggested by Fowler, that the Fire Department teach residents Ice and/or Water Prevention. Councillor Good voiced his opinion that he would not support a motion to Council to offer Level 2 Ice and/or Water Rescue.

4. BUSINESS ARISING

- a) Review Master Fire Plan Table of Contents.
 - Assign Tasks and possible Deadlines for completion.
 - Discuss order of Completion Priorities.

The MFPTF discussed the Table of Contents and will amend the following Sections:

- 1.7 – Core Services and Summary will move to 1.8
- 3.7 Promotional/Recruitment Process and Retention

The MFPTF discussed the Table of Contents and continued to assign the following tasks to some Members:

- 1.1 – Community Background – Fowler.
- 1.2 – Department Background – Bedard.

- 1.3 – Fire Prevention and Protection Act, 1997 – Unassigned possibly Fire Protection Officer.
- 1.4 – Office of the Fire Marshall Ontario – Bedard.
- 1.5 – Occupational Health and Safety Act – Bedard.
- 1.6 – Summary – Bedard.
- 1.7 – Core Services – Fowler.
- 2.0 – Community Risk Profile –take from Simplified Risk Assessment (SRA).
- 3.0 – Administration Division – Sunderland with help from Ladouceur.
- 4.0 – Fire Prevention and Public Education – Fire Chiefs.
- 5.0 – Training Division – Fire Chiefs with help from Smart.
- 6.0 – Fire Suppression – Fire Chiefs.
- 7.0 – Fire Stations, Apparatus and Equipment – Ladouceur with info from Chiefs.
- 8.0 – Municipal Comparators – Unassigned.
- 9.0 – Communications and Technology – Fire Chiefs.
- 9.4 – Social Media – McInnes.
- 10 – Study Consultation – Unassigned.
- 11 – Implementation Plan – Unassigned.

Fire Chiefs will provide equipment lists to Ladouceur by Station if available.

At this time the MFPTF discussed sending out Welcome Packages to all new Residents of North Frontenac with Fire Prevention information included. There was a discussion on Recruiting and Retention at this time and it was determined that the MFPTF would like the Recruiting Policies on the next Agenda as well as the Kaladar Barrie Fire Roster.

- b) Review of the SRA by John Kittle – The Chair provided a verbal update that John Kittle has agreed to review the SRA at a future meeting of the MFPTF once the draft is complete. It was agreed that the Fire Chiefs Riddell and Cuddy with assistance from McInnes will have the draft SRA completed by September 28, 2015.
- c) Draft SRA Maps. – MFPTF agreed the Maps are confusing and hard to read will be brought forward to a future Agenda for further discussion.
- d) North Frontenac Fire Department History – draft summary by Carol Gibson. MFPTF members agreed that Carol Gibson should be provided a personalized Thank You from the Mayor as a lot of work went into her summary. Chief Cuddy asked that 2 small amendments be made. Fire Prevention and Protection came out prior to Amalgamation and that the Ward 1 Paragraph be changed from:

”The Cloyne Hall continues to provide service to residents of Barrie (North Frontenac Township) and Addington Highlands Township (Lennox and Addington County) and is managed by the Kaladar/Barrie Joint Fire Committee”

to:

”The Cloyne and Northbrook Halls continue to provide service to residents of Barrie (North Frontenac Township) and Addington Highlands Township (Lennox and

Addington County) and is managed by the Kaladar/Barrie Joint Fire Committee established in the late 1980's."

5. NEW BUSINESS

a) Review of Core Services – By-laws 33-03 & 42-14

The MFPTF discussed the current Core Services and determined that Fowler will write a proposal to review the Core Services. It was discussed that Ward 2 and 3 should have Cottage Association Boat Operators Section removed. Wilderness Search on a Limited Services basis be added and that the Automated External Defibrillator (AED) section be moved to the Emergency First Response section. Also to add the Shore Based Rescue wording from Ward 1's Core Services to Wards 2 and 3 and a better definition of what Shore based rescue includes. McInnes will send this info as well as electronic copies of all Establishing and Regulating By-laws to Fowler.

b) Review Fire Department Mission Statement. – Appendix B to By-law #33-03 – Received for information

6. COMMUNICATIONS

None

7. ADMINISTRATIVE REPORTS

a) North Frontenac Fire Department (NFFD) Fire Roster Dated May 1, 2015– Received for Information

8. ADJOURNMENT

The meeting was adjourned by the Chair at 9:03 p.m. until Tuesday, August 11, 2015 at 7:00 p.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 _____, 2015.

Denis Bedard, Chair
Township of North Frontenac
Master Fire Plan Task Force

RECEIVED BY COUNCIL ON _____

1. RECOMMENDATION TO COUNCIL FOR CONSIDERATION

BE IT RESOLVED THAT Council receives the Master Fire Plan Task Force Notes of a Meeting held on June 9, 2015 as approved by the Master Fire Plan Task Force on August 11, 2015.