

**NOTES** of a Meeting of the Master Fire Plan Task Force (MFPTF) of the Township of North Frontenac held on Tuesday, September 29, 2015 at the Snow Road Community Hall, 14073 Road 509, Snow Road, Ontario.

**PRESENT:** Councillor Denis Bedard – Ward 3, Chair; Councillor Gerry Martin – Ward 2; Steve Smart; Russell Gray; Steve Sunderland and Fred Fowler.

**ALSO PRESENT:** Eric Korhonen, North Frontenac Acting (Interim) Director of Emergency Services/Fire Chief; Casey Cuddy, Kaladar/Barrie Fire Chief; and Tammy McQuigge (Recording Secretary).

**ABSENT WITH REGRETS:** Councillor Wayne Good – Ward 1.

### **1. CALL TO ORDER**

The meeting was called to order by the Chair at 7:03 p.m.

### **2. APPROVAL OF AGENDA**

The MFPTF approves the Agenda for the September 29, 2015 Meeting, as circulated.

### **3. APPROVAL OF NOTES**

- a) August 11, 2015 – Master Fire Plan Task Force  
(*Council to receive on October 13, 2015*).

The MFPTF approves the August 11, 2015 Meeting Notes, as circulated.

### **4. BUSINESS ARISING**

- a) SOG #93 – Revision #2 – Eric Korhonen, Interim (Acting) Director of Emergency Services/Fire Chief to provide a verbal update from the Deputy Fire Chief's meeting. Korhonen advised SOG #93 – Revision #2 was provided to the three (3) Deputy Fire Chiefs (DFCs) present at the Deputy Fire Chiefs meeting held on Thursday, September 24, 2015. The DFCs each signed the SOG and were provided copies to take to their applicable Fire Station to provide to the Volunteer Firefighters (VFFs) for their signature.

It was also noted that the SOG #93 – Revision #2 should go to the November 23, 2015 Council Meeting for approval; and that SOG #93 – Revision #2 should be based on the Fire Chiefs recommendations.

- b) Recruiting Process – Councillor Gerry Martin to provide a verbal update from the Personnel & Audit Committee re: Standard Operating Guideline (SOG) #4600. Councillor Martin advised the next Personnel & Audit Committee meeting will be scheduled the second week of November 2015; after the Director of Emergency Services/Fire Chief has been hired.

- c) Application Forms – Task Force to discuss changing the NFFD application to match KBFD after Councillor Martin has discussed Standard Operating Guideline (SOG) #4600 with the Personnel & Audit Committee.

The KBFD and NFFD applications were compared and the Task Force advised they would like to combine both applications into one effective application. Sunderland

agreed to talk to Council at an upcoming Council Meeting; and Martin agreed to talk to the Personnel & Audit Committee regarding the application form.

The process of hiring a new recruit was then discussed, with the following suggestions:

- Remove the Chief Administrative Officer completely from the process – hiring takes too long and discouraged many potential new recruits.
- Get the new recruit in the Fire Station and make them feel welcome.
- Experience in a Fire Station would be preferred.
- Deputy Fire Chief (DFC) to first obtain background information on the potential recruit.
- DFC would speak with other members of the Fire Station regarding the potential recruit.
- Once all information is obtained, the DFC would then approve or deny the application.
- The DFCs and Volunteer Firefighters (VFFs) need to be included in the hiring process of all potential recruits.
- The hiring of new recruits needs a process to be developed and put in place; cannot be the way it was (i.e. members of the Fire Station voting in the Fire Chief, DFCs, etc.).
- The process needs to be explained to all new recruits.

d) Schedule Station Meetings – Kaladar-Barrie Joint Fire Committee's approval required for meeting at the Kaladar-Barrie Fire Hall.

The Chair explained the MFPTF will hold a meeting at every Fire Station in North Frontenac. The next MFPTF meeting is scheduled for the Ompah Fire Station, then the Clarendon-Miller Fire Station, then the Cloyne Fire Station.

It was at this time the Chair advised that Leo Ladouceur resigned as a Member of the Master Fire Plan Task Force. The Chair wanted to thank Leo Ladouceur for all his hard work and expertise provided while on the Task Force and that he will be missed.

e) Draft Volunteer Recruitment and Retention – Interim Report – update from Steve Sunderland.

Sunderland advised this is only an interim report and will eventually form a basis for good recommendations to Council.

Sunderland condensed the report to six (6) ideas and provided a brief explanation of both.

1. Personnel Needs Assessment – conducted annually to determine who is needed.
2. Recruitment Officer – possible new volunteer position; to create the annual recruitment plan; for all North Frontenac Fire Stations; and to work directly with new recruits.
3. Develop a New Application – blend Kbfd with the North West Territories application; list other skills the candidate has to offer; modify the application to specify what position – should not only be for a Volunteer Firefighter.

4. Binder for New Recruits – this binder would have everything in it so the new recruit will know the process; must bring to every meeting; and if the new recruit does not work out then the binder can be re-used for the next new recruit.
5. Orientation – new recruits should be allowed to be involved in the Fire Station from day one; suggestion is to initially list as a Volunteer (not the same as VFF insurance coverage but these new recruits will not be involved in fire calls, and cannot ride in the fire vehicles until hired – must use their own vehicle); the issue now cannot accept VFFs until all the paperwork is done and the new recruit is not allowed in the Fire Station until they are hired.
6. Retention – respect is needed from the top down; the Township has to invest in leadership training for the Senior Management in the Fire Department; training is needed to be a good leader and training leaders is not happening; leaders keep the VFFs in the Fire Department; recommendation is to identify leadership training for the NFFD leaders and add to the 2016 Budget – both brochures and training.

It was mentioned that all the items discussed above are Township level decisions and above this Task Force's level.

## **5. NEW BUSINESS**

- a) Open Session – Volunteer Firefighter (VFF) Discussions and Comments. Once the MFPTF has completed their meeting rotation at all the NFFD Fire Stations (Snow Road, Ompah, Clarendon-Miller, and Cloyne), a list will be compiled with all NFFD members comments and the Task Force recommendation for the 2016 Budget.

## **6. COMMUNICATIONS**

None.

## **7. ADMINISTRATIVE REPORTS**

- a) North Frontenac Fire Department (NFFD) Fire Roster dated September 22, 2015. Received for information only – no comment.
- b) Kaladar-Barrie Fire Department (KBFD) Fire Roster dated June 2015. Received for information only – no comment.

## **8. ADJOURNMENT**

The meeting was adjourned by the Chair at 9:00 p.m. until Tuesday, November 10, 2015 at 6:00 p.m. at the Ompah Community Hall, 10200 Road 509, Ompah, ON; or at the call of the Chair.

## **APPROVED BY THE MASTER FIRE PLAN TASK FORCE**

ON \_\_\_\_\_, 2015.

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

**RECEIVED BY COUNCIL ON** \_\_\_\_\_

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**1. RECOMMENDATION TO COUNCIL FOR CONSIDERATION**

**BE IT RESOLVED THAT** Council receives the Master Fire Plan Task Force Notes of a Meeting held on September 29, 2015 as approved by the Master Fire Plan Task Force on November 23, 2015.