



MINUTES

DATE: Wednesday, September 14, 2016

TIME: 1:00 p.m.

The September 14, 2016 Special Council Meeting was held on the above date and called to order at 1:00 p.m. in the Council Chambers, Aberfoyle.

1. **ATTENDANCE:**

Mayor Dennis Lever
Councillor Matthew Bulmer
Councillor Susan Fielding
Councillor Ken Roth
Councillor John Sepulis

STAFF IN ATTENDANCE:

1. Karen Landry, CAO/Clerk
2. Paul Creamer, Director of Finance/Treasurer
3. Mary Hasan Director of Finance/Treasurer
4. Don Creed, Director of Public Works and Parks
5. Steve Goode, Fire Chief
6. Luis Gomes - Deputy Fire Chief of Operations
7. Jason Benn, Chief Fire Prevention Officer
8. John Uptegrove, Training Officer
9. Nina Lecic, Deputy Clerk

OTHERS IN ATTENDANCE

2. **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**

None

3. **COMMUNICATIONS:**

(a) Service Level Meeting Dates were set as follows:

- September 14, 2016 at 1:00 p.m.
- October 6, 2016 at 9:00 a.m.
- November 22, 2016 at 9:00 a.m.

4. **FIRE DEPARTMENT REPORTS:**

(a) Report FIR-2016-003 Master Fire Plan Recommendations and Service Level Review – Fleet and Equipment ≠

	Recommendation, as outlined in FIR-2016-003	Council Direction
#45	Staff recommends that Council consider replacing Pump 31 and Tanker 37 in 2025 with a Pumper/Tanker apparatus. The proposed Pumper/Tanker apparatus would require a 1250 U.S. G.P.M. pump, 3000 U.S. GAL. water tank, foam injection system, firefighting equipment and capable of carrying five (5) firefighters.	Council is in support of the staff recommendation. Council directed staff to watch for a used vehicle that would meet this need, and to then determine if there would be a financial benefit in making a purchase prior to 2025.
#45	Staff recommends based on the low frequency use that Tanker 38 lifecycle capital replacement schedule be increased from the current twenty (20) years to twenty – five (25) years and further that this schedule be formally adopted on a go	Council is in support of the staff recommendation.



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	<p>forward basis and that future capital budget allocations reflect this schedule subject to the budget approval practices of the day.</p> <p>Increasing the lifecycle of Tanker 38 will have no impact to the fire and rescue services provided by the Township fire department and/or ratepayer's personal insurance.</p>	
#41	<p>That the Township of Puslinch prioritize the purchase of a replacement 75 foot Quint for Aerial #33".</p>	<p>The Township purchased a 2003 Aerial #33 in 2016.</p>
#42	<p>That subject to the purchase of a new or used 75 foot Quint that the Township revise the major apparatus replacement plan to accommodate a 20 year life cycle from the time of construction for the purchased apparatus.</p> <p>Staff are not in support of this Master Fire Plan regarding the Quint 20 year lifecycle recommendation.</p> <p>Staff recommend that the 2003 Aerial (Quint) maintain a twenty – five (25) year lifecycle replacement schedule; and</p> <p>Further that the Aerial (Quint) replacement schedule be formally adopted on a go forward basis and that future capital budget allocations reflect this schedule subject to the budget approval practices of the day.</p>	<p>Council is in support of the staff recommendation.</p>
#43	<p>That the Township of Puslinch purchase a 4-wheel drive pick-up truck capable of carrying 5 to 6 volunteer firefighters and associated department equipment.</p> <p>Staff are in support of the Master Fire Plan recommendation regarding the pickup truck.</p> <p>Staff recommend that Council consider inter corporate transfer of the Chief Building Official Chevrolet Silverado pick-up truck to fire and rescue services division in 2017; and</p> <p>Further that the Township fire and rescue services pickup have a lifecycle replacement schedule of five (5) years; and</p> <p>Further that the CBO pick-up truck after the five (5) year lifecycle schedule be incorporated in the fire department capital replacement program/forecasts commencing in 2017</p>	<p>Refer to Resolutions 2016-335 and 2016-336.</p> <p>Council directed staff to obtain multiple quotes regarding the installation of emergency lights.</p>
#44	<p>That the PFRS develop a life cycle replacement plan for all equipment including firefighters bunker gear and self-contained breathing apparatus based on industry best practices and manufacturers' directions.</p> <p>Staff are in support of this recommendation and will report back to Council during the 2017 budget deliberations.</p>	<p>Staff will report back on this recommendation.</p>



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Resolution 2016-334

Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Report FIR-2016- 003 regarding Master Fire Plan Recommendations and Service Level Review – Fleet and Equipment be received.

CARRIED

Resolution 2016-335

Moved by Councillor Fielding and
Seconded by Councillor Bulmer

THAT Council approves the inter corporate transfer of a vehicle from the Building Department to be used by the Fire Department.

RECORDED VOTE	YES	NO	CONFLICT	ABSENT
Councillor Bulmer	x			
Councillor Roth		x		
Mayor Lever	x			
Councillor Sepulis	x			
Councillor Fielding	x			
TOTAL	4	1		

CARRIED

Resolution 2016-336

Moved by Councillor Roth and
Seconded by Councillor Bulmer

THAT the Fire Department makes use of the vehicle transferred from the Building Department;

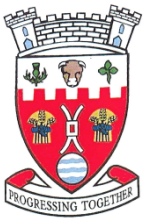
AND THAT the Fire Department reports back six months after the transfer on how the vehicle has been used, with detailed tracking information on the use of the vehicle, and at that time Council will evaluate the effectiveness of the overall utilization by the department.

RECORDED VOTE	YES	NO	CONFLICT	ABSENT
Councillor Bulmer	x			
Councillor Roth		x		
Mayor Lever	x			
Councillor Sepulis	x			
Councillor Fielding	x			
TOTAL	4	1		

CARRIED

(b) FIR-2016-004 Master Fire Plan Recommendations and Service Level Review – Administration, Training, Fire Suppression and Communications ≠

	Recommendation as outlined in Staff Report FIR-2016-004	Council Direction
#1	<p>Master Plan: That the Mission Statement of the Puslinch Fire and Rescue Services be updated to include a Vision Statement and to reflect the framework of the OFMEM PFSG 03-02-13 “Master Planning Process for Fire Protection” subject to approval of the proposed Master Fire Plan by Council.</p> <p>Staff recommend that Council consider adopting the following mission statement for the Township fire and rescue service department:</p> <p>“Puslinch Fire and Rescue Service – Our Community, Our Commitment to Educate, Prevent and Serve those in need”</p>	<p>Council is in support of this recommendation.</p>



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	Township Staff recommend that a Vision Statement be developed after the completion of the Township Master Fire Plan Recommendations and Service Review by Council. The decisions made by Council during the fire and rescue service review will help guide the development of a Vision Statement. The Township fire and emergency services Vision Statement will determine where we want to go, what we want to become and what we want to accomplish.	
#3	The Township Master Fire Plan recommended “That the administrative workspace for the PFRS be reviewed in consideration of the recommendations of the Master Fire Plan and the current facilities review of the Township administrative offices”	Council deferred consideration of this item pending an overall review of all the Township’s facilities.
#8	The Township Master Fire Plan recommended “that the Township prioritize the full implementation of the updated fire dispatch services agreement with the City of Guelph including the provisions of performance measures similar to those identified within the NFPA 1221 standard, or alternatively begin investigating alternative solutions for the provisions of full fire dispatch services” Staff are in support of this recommendation Staff recommend that the Township and the City of Guelph Fire Dispatch Service to amend the agreement to include performance measures for call taking and dispatching that meet NFPA 1221 standards and to repeal By-law 29/15.	Council is in support of this recommendation. Staff is to bring forward a by-law to repeal the by-law that authorized the execution of an agreement that is to be amended to include performance measures. Council requested staff to advise whether there will be any savings in dispatch equipment when Guelph implements full service.
#7	That following Council’s consideration of the proposed Master Fire Plan that the Fire Chief be directed to review the current Mutual Aid Agreements in consideration of the fire suppression deployment options and utilization of automatic aid presented within the proposed Master Fire Plan.	Council is in support of this recommendation.
#38	That Council authorize the Chief Administrative Officer and Fire Chief to approach the City of Guelph to negotiate an Automatic Aid Agreement for the provision of fire suppression services as reflected in the proposed Master Fire Plan.	Council is in support of this recommendation.
#22 & 23	That the PFRS reduce the current level of emergency response services to Confined Space Rescue and Slope/High Angle Rope Rescue incidents from an operational capability to an awareness level of response, and that these service levels be reflected in the proposed E & R By-law. That the Fire Chief be directed to investigate the options available for the delivery of operational level emergency response for incidents including Confined Space, High Angle Rope,	Council is in support of this recommendation.



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	<p>Trench Rescue and Hazmat response.</p> <p>Staff are in support of this Master Fire Plan recommendations.</p> <p>The Establishing and Regulating By-law # 12/10 will be revised to reflect the level of Confined Space services approved by Council.</p>	
#22 & 23	<p>That the PFRS reduce the current level of emergency response services to Confined Space Rescue and Slope/High Angle Rope Rescue incidents from an operational capability to an awareness level of response, and that these service levels be reflected in the proposed E & R By-law.</p> <p>That the Fire Chief be directed to investigate the options available for the delivery of operational level emergency response for incidents including Confined Space and Steep/High Angle Rope response.</p> <p>Staff are in support of proposed contract agreement between the Township and Centre Wellington fire department for Slope/High Angle rope rescue service.</p> <p>The Establishing and Regulating By-law #12/10 will be revised to reflect the level of specialized services approved by Council.</p>	<p>Council is in support of this recommendation.</p> <p>Council request that staff provide a chart outlining the various services the Fire Department provides and the level of that service (i.e. Animal service rescue)</p> <p>Council requested that staff consider the development of an information package for new residents that includes:</p> <ul style="list-style-type: none"> • Fire service levels • Burning regulations and costs to a resident when the fire department responds to a call for burning without a permit • Recreation facilities

Resolution 2016-337

Moved by Councillor Roth and
Seconded by Councillor Sepulis

That the Slope/High Angle and confined space rescue equipment be disposed of to the Township of Centre Wellington in exchange for Centre Wellington providing this service to the Township.

CARRIED

	Recommendation as outlined in Staff Report FIR-2016-004	Council Direction
#29	<p>That the Fire Chief be directed to develop a department policy for responding to medical responses that details the types of medical responses, requirements for volunteer firefighters responding, and requirements for data collection to be presented to Council for consideration and approval and inclusion within the recommended updated Establishing and Regulating By-law.</p> <p>Staff recommend that for Council consider and approve draft Guideline # 6-111 "Firefighter Use of Green Lights" (Schedule "D") and Guideline # 6-113 "Responding to Medical Emergencies in Personal Vehicles" (Schedule "E").</p>	<p>Council directed the CAO/Clerk and Fire Chief to report back and clarify the distinction between policy and guidelines within the proposed draft guidelines.</p>
#33	<p>That the Township target an area not greater than five kilometres from the fire station to recruit six additional volunteer firefighters. This</p>	<p>Council is in support of this recommendation and the removal of the residency requirement.</p>



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	<p>may include their residence or place of work in attempting to reduce the turnout times of the PFRS from the current 80th percentile for fire calls of 10.8 minutes to the comparator municipalities identified of 6.6 minutes.</p> <p>Staff recommend that preference be given to firefighter candidates that reside and/or work within 5 kilometres of the fire station</p>	
#35	<p>That a revised on-call process be implemented to ensure a minimum response to include a minimum of six volunteer firefighters and a senior officer at all times.</p> <p>Staff are in support of the current crew on call schedule and developing a senior officer on call schedule.</p>	<p>Council is in support of this recommendation and staff are to report back on the implementation of a senior officer 24/7 on-call schedule.</p>
#36	<p>That a revised call-out process be considered to provide an option for alerting either the on-call crew, our alternatively all of the fire suppression resources of the PFRS.</p>	<p>Staff are to report back on the alternatives regarding equipment and costs.</p>
	<p>Staff recommend that the Township fire and rescue services continue to provide the current level of tiered response service as outlined in the 2012 Memorandum of Understanding for the Activation of Tiered Response agreement between the Township and Guelph Wellington Emergency Medical Services (Schedule "H")</p>	<p>Council is in support of the staff recommendation.</p>
		<p>Council directed staff to continue providing motor vehicle responses and requested that future reports separate the number of motor vehicle responses on the 401 from other Township roads.</p>

Resolution 2016-338

Moved by Councillor Sepulis and
Seconded by Councillor Roth

That Report FIR-2016- 004 regarding Master Fire Plan Recommendations and Service Level Review – Administration, Training, Fire Suppression and Communications be received.

CARRIED

(c) Next service level meeting agenda

5. CONFIRMING BY-LAW

(a) By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

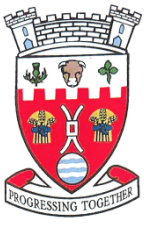
Resolution 2016-339

Moved by Councillor Roth and
Seconded by Councillor Bulmer

That the following By-law be taken as read three times and finally passed in open Council:

By-Law 062/16 being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 14th of September, 2016.

CARRIED



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6. **ADJOURNMENT:**

Resolution No. 2016-340:

Moved by Councillor Roth and
Seconded by Councillor Sepulis

That Council hereby adjourns at 5:08 p.m.

CARRIED

Dennis Lever, Mayor

Karen Landry, CAO/Clerk