

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
FIRE & RESCUE COMMITTEE MEETING  
**MINUTES**

**DATE:** Thursday, January 17, 2013

**TIME:** 7:00 P.M.

The Fire & Rescue Committee Meeting was held on the above date and called to order at 7:00 p.m. in the Council Chambers, Aberfoyle.

**ATTENDANCE:** All members of the Committee and Deputy Clerk Heather Krouskie.

**OTHERS IN ATTENDANCE:**

1. Mayor Dennis Lever
2. Councillor Ken Roth
3. Councillor Susan Fielding
4. Captain John Uptegrove, Training Officer
5. Captain Josh Shepherd, Training Officer
6. Firefighter Bob Bonneville
7. Reverend Marty Molengraaf
8. Firefighter Ken Tosh
9. Firefighter Rob Frosch

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

None.

**ADOPTION OF THE MINUTES:**

**Motion No. 1:** Moved by Steve Goode and Seconded by Josh Shepherd.

**THAT:** The Fire & Rescue Committee Meeting Minutes dated October 23, 2013, be and are hereby adopted as presented.

**CARRIED.**

**BUSINESS ARISING OUT OF THE MINUTES:**

None.

**ITEMS FOR DISCUSSION:**

1. **December 2012 Response Report**

There was 32 responses in December which was a slight increase from November.

2. **December 2012 Expenses**

Chief Gordon reviewed the December expense statement.

3. **Council Department Labour Review**

Councillor Schmidt advised that there were no major concerns as a result of the Labour Review. The purpose of the review was to look for ways to be more efficient. The Review raised a few items but there was nothing serious.

Councillor Schmidt explained that Council is currently reviewing the report.

a. Time recording

b. Truck checks

Deputy Fire Chief Steve Goode explained that their equipment is expensive and therefore it is important that it works when required. Maintenance of the equipment prolongs its life. It is better to maintain the equipment and bring its life span forward. The truck check exercise also provides an opportunity for firefighters to get to know where the equipment is located on the different trucks. Former driver trainer, Ed Dailous recommended a pre and post trip inspection. Puslinch Fire & Rescue are unable to perform a pre-trip inspection or a post-trip at the call. They are required to do the truck check upon return to the Firehall. Captain Tosh looked into the requirement and the Ministry of Transportation is satisfied that we are checking trucks weekly.

c. Administration

Deputy Fire Chief Steve Goode provided a presentation comparing call volumes, payroll, staffing, training frequency and administration. Puslinch Fire & Rescue is the busiest station in Wellington County with 322 calls in 2012. In terms of staffing, Puslinch has the highest number of firefighters per station but the highest per department. Puslinch has 38 while Centre Wellington and Erin both have 62 and Minto has 91.

Puslinch firefighter received \$23.55 an hour after successfully passing the required exams. The rates for other municipalities are: Erin \$33.10 for first hour, \$21.24 thereafter; Rockwood \$20.85; Wellington North are on the Point System. Arthur paid out an estimated \$60 per call per person; Minto \$35.00 for first two hours and \$15 thereafter; Mapleton is on the point system with an estimated \$42 per call per person. The average is \$28.53 (Mapleton & Wellington North not included as they are on point system) for the first hour.

d. Training

In Puslinch training is carried out every week and is available during Wednesday evening or Tuesday mornings to accommodate the volunteers. In most of the County of Wellington municipalities training is done once per week except in the Town of Minto. Training in Minto is carried out every two weeks. Jonathon Karn, the County of Wellington Training Officer helps out with training in Minto more often than in Puslinch. Firefighter Josh Shepherd explained that the department recently created a 3 year training plan. If someone wants to re-certify they have to commit to the program. There are core competencies that need to be met. The Township of Puslinch is the employer and therefore has the obligation to train. The training and procedures for the Puslinch Fire Department is different than other larger urban fire departments.

e. Compensation

Firefighters generally don't do it for the compensation but to serve the public.

Council is currently looking at the compensation amount for those calls that do not result in the firefighter going out.

4. **Fire Fighters Association Report**

Reverend Marty Molengraaf explained the opinions of the Association. There has been a lot of disappointment expressed by members. The Association would like to have more of a direct line of communication as they feel it would be beneficial. Would like to have representation from Council to the Association to keep the membership up-to-date and informed.

Would suggest that Council speak to the firefighters regularly and spend time at the fire hall.

Councillor Jerry Schmidt welcomed open communication with the Association and the Firefighters.

Councillor Wayne Stokley said that the idea is to work together to get the best for the Township.

Association President Michael Dailous explained that the firefighters aren't doing it for the money and therefore don't see it as a business. They want to help and would like to see everyone working together. The firefighters care about the Township and the residents.

Deputy Chief Steve Good explained that a working committee would be beneficial and felt that the labour efficiency study should have been done by the Divisional Chief.

Everyone agreed that the plan going forward is to improve dialogue.

5. **Other Issues: Proposed Future Agenda Items** (Prioritize and discuss)
  - a lot of this information will be contained in Master Fire Plan .
  - a. Facilities & Apparatus (ie. replacement of pumper, aerial trucks, boat, satellite fire station). Deputy Fire Chief Steve Goode explained that it was basically a capital wish list. The \$45,000 set aside is to renovate the washroom at the Firehall to make it more accessible. An estimate was obtained from Demikon Construction.
  - b. Auxiliary Station Test Trials (to be added to next agenda)
  - c. Recommendations for Improvement/Cost Savings
    - i. Service
    - ii. Apparatus
    - iii. Relations
    - iv. Maintenance
    - v. Policy
    - vi. Compensation – 2 training officers spend 6 months training. Some savings can be recognized. Look at possibility of hiring auxiliary members.

- vii. Recognition – Some departments have a recognition program.
- d. Performance Evaluation to Budget
  - i. Apparatus
  - ii. Maintenance
  - iii. Training
  - iv. Labour
- e. Fund Raiser Considerations

The fire department does not charge for Township resident accidents. The fire department is now invoicing for more non-resident collisions and expect revenue to be up.

- f. Public Education/Awareness/Prevention

Deputy Fire Chief Steve Goode explained that at one time Puslinch had 4 fire prevention officers on staff and now we have one that we share. The fire department would like to hire someone full time for Puslinch and Wellington North that is shared. A full-time Fire Prevention Officer can concentrate on public education. Steve further explained that the Fire Prevention Officer Certification consists of 17 courses plus public education courses. It is a 6 year commitment.

Fire Chief Gordon mentioned that they are compiling a list of all the Seniors Clubs and Organizations and they will try to visit each and talk about fire prevention.

## 6. **Old Business**

- a. 25-Year Truck Replacement – The next replacement is the aerial truck in 2016. \$100,000 has been set aside for equipment reserves.
- b. Aerial Truck Justification Review - This is in the replacement plan. We now have many large commercial buildings in the Township and it is important to have an aerial truck. The City of Guelph will assist but cannot commit the use of their aerial truck.

- c. Possible New Station – This is an ongoing matter.
- d. Rescue Boat - If went ahead with satellite station, may want to have contract with Cambridge. If you have one boat, you must have a second back-up boat. We do not need a boat at this time. This is to be listed for future consideration.

## 7. **New Business**

- Automatic Aid Agreement meeting – Steve prepared an agreement between Puslinch and Guelph. They will assist us and we assist them. Also potential agreement for structural fires up to Maltby Road. We are investigating how much it will cost and the information will be passed on to Council once received. At the end of 2013, we have to start considering what it is to entail. The last structural fire responded to by Cambridge was McClintock's.

## 8. **Proposed Meeting Schedule**

Wednesday, February 20	1:00 pm
Wednesday, March 20	1:00 pm
Wednesday, April 17	1:00 pm
Wednesday, May 15	1:00 pm
Wednesday, June 19	1:00 pm
Wednesday, July 17	1:00 pm
Wednesday, August 21	1:00 pm
Wednesday, September 18	1:00 pm
Wednesday, October 9	1:00 pm
Wednesday, November 20	1:00 pm
Wednesday, December 11	1:00 pm

There was a discussion amongst the Committee Members regarding the proposed meeting schedule. The Mandate outlines meetings to be held bimonthly which is the preferred schedule for the fire department staff as there is more time between meetings for preparation.

Councillor Wayne Stokley advised that he is only available Wednesdays in the evening or Thursdays.

Councillor Schmidt is concerned that meeting bimonthly will not be enough to cover the agenda topics that need to be covered and is proposing to request Council's permission to revise the Mandate to allow for the scheduling of meetings monthly.

**Firefighter Josh Shepherd provided the following Training Program Overview:**

There are three areas to meet the OFC Curriculum and the Township mandate:

- Core Topics (minimum required of all firefighters)
- Medical Emergency Responder Training
- Specialty Skills

Schedule for Training

- 3 year cycle
  - Core topics will be yearly
  - Medical training will be spread out throughout the year – with a 3 year cycle to complete the curriculum
  - Specialty skills will be rotated through the years – some yearly, some every 2 years.

Committees

- ❖ Water/Ice Rescue
- ❖ Auto Extrication
- ❖ Rope Rescue/High Angle
- ❖ Medical Emergency Patient Care
- Starting with committee-based specialties:
  - Training Specialist Committee Members are responsible for the following:
    - (i) Keeping current with skills and new techniques (OFC Courses, Reading, News, etc.)
    - (ii) Organize/Teach with Committee: 2 training nights/year in their topic.
    - (iii) Organize/Teach with Committee: 1 Saturday training event 4-8 h/topics rotate years.

- (iv) Review related PFD equipment: making recommendations for purchase and replacement as required.
- (v) Teach recruits during hiring processes with respective topics.
- (vi) Integrate other roles/skills into training: IC, EPC, CPR, etc.
- (vii) Lead the department in respective skills – and introduce new skills and techniques.
- (viii) Act as a topic resource for the department as questions and assistance required.

### Officer Training

- Are adding in quarterly officer training
- Officers will be working toward a 500-level OFC curriculum course.
- This will be in conjunction with regular training nights.

### Special Training Events

- Planning at least 3 special training events
- Likely held on Saturday mornings
- Large Scenarios – run by committees
- CPR recertification – 4 hour program

### Holidays

- Traditionally, trained 50 out of 52 weeks with 2 weeks off at Christmas.
- Will now add 2 additional weeks of holidays (1 over March break and 1 after the long weekend in August)

### E-Learning

- 2 Dedicated Computers for training/pre-courses.
- Trying to get some courses online at all times.
- Trying to get content from regular training added online.
- This will grow over time.

### Daytime Opportunities

- Daytime training will continue to be offered but with some changes.
- Changing to Captain Lead/Volunteer Instructors



- A set number of topics will be available through the year – these topics will grow each year.
- The intent of daytime training is for firefighters unable to attend for Wednesday evening training.

#### 2013 Schedule

- 10 medial training nights spread evenly through the year. (1<sup>st</sup> Wednesday of each month)
- 10 Core topic training nights spread evenly through the year. (2<sup>nd</sup> Wednesday of each month)
- Specialty Skills (remaining Wednesday nights)

#### **NEXT MEETING**

To be scheduled.

#### **CLOSED MEETING:**

None.

#### **UNFINISHED BUSINESS:**

None.

#### **ADJOURNMENT:**

The meeting was adjourned at 9:12 p.m.