



Fire & Rescue Committee Meeting
Wednesday August 14, 2013
1:00 pm
Council Chambers, Aberfoyle

MINUTES

MEMBERS PRESENT

Councillor Schmidt, Chair
Councillor Stokley
Robert Gordon, Fire Chief
John Uptegrove, as a representative of Puslinch Firefighters Association

TOWNSHIP STAFF

Councillor Roth
Councillor Fielding
Karen Landry, CAO/Clerk
Michelle Cassar, Deputy Tax Collector

1. **CALL TO ORDER**

The meeting was called to order at 1:02 pm.

2. **DISCLOSURE OF PECUNIARY INTEREST**

None.

3. **APPROVAL OF MINUTES**

Moved by John Uptegrove and Seconded by Councillor Stokley **FIR-2013-005**

THAT the Fire and Rescue Committee minutes dated May 15, 2013 be approved as amended.

CARRIED

4. **CLOSED MEETING**

None.

5. **DELEGATIONS/PRESENTATIONS**

None.



6. **REGULAR BUSINESS**

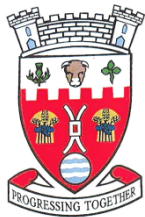
1. Review Future Initiatives

Karen Landry advised that she met with Chief Gordon and Deputy Chief Goode to discuss and review the list. A brief review of each item was completed to bring the committee up to date:

1. Strategic Master Plan – In progress – Capital Budget
2. Public Education – In progress – Operating Budget
3. 25 Year Replacement Plan – completed

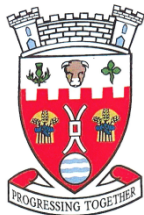
Councillor Schmidt brought up the issue as to whether items should be removed from the list once completed. Karen Landry indicated annually the list could be updated to remove completed items. She advised that a process would be implemented corporate wide to make carry forward budget items that are not approved so that they are considered in future years.

4. Aerial Truck – Tentative replacement is in the budget for 2016.
5. Satellite Fire Station – Active, study May to October 2013
6. Merged computer network – in process. Anticipated completion date of August 31, 2013.
7. Centralized purchasing – in process – completion 2014. Karen Landry added that it is a corporate wide initiative. Chief Gordon advised that for fire supplies the Township should work with the County because there are savings opportunities.
8. Development Charge Study – Karen Landry advised that the Township By-law expires September 2, 2014. Council must pass a new by-law prior to September 2, 2014. The process takes approximately 6-8 months and involves a study, by-law preparation and a public meeting. The Finance department will be taking the lead, with input from all departments including fire. Councillor Stokley raised the issue of whether water holding tanks for new businesses could be included.

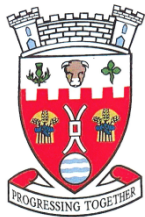


Karen Landry advised it was a possibility, but that maintenance is not part of a development charge. Karen Landry indicated that a Consultant will be retained and they will meet with each department and advise whether items are eligible to be included in the development charge by-law.

9. Time Recording & Compensation Standardization – Karen Landry advised that this matter is not unique to the Fire Department. Finance is working on standardization of time recording and expenses for all staff in all departments.
10. Rescue Boat – No further action is required at this time.
11. Website & Software Review – Karen Landry advised that the Township will be getting a new website with a proposed completion date of July 2014. The IT Architecture project has begun, with an end date of November 2013. This will assist the Township to create a plan to implement over the next 2-3 years, including what requirements and functionality we have for the website and how to achieve them.
12. Rural Water Accreditation – Received. This item is complete.
13. Incentive & Recognition Considerations – Karen Landry advised that there is currently a program in place through payroll. Any further matters to consider may be part of the Fire Strategic Master Plan.
14. Departmental Service Charges & Policy – Karen Landry advised that Council adopts a by-law for fees annually. The by-law should be comprehensive to cover all of the fees collected by the Township. Finance will generate a report for Council and will review the fees with each department. Councillor Schmidt noted that it would be much easier to keep current once it is established. Councillor Stokley added that the water storage facilities could be included. Karen Landry suggested that the next agenda could include a fee summary for the fire department so that the Committee is aware of what the current fees are.



15. Fund Raiser Considerations – Councillor Stokley questioned if this item needed to be included on the Future Initiatives list. Chief Gordon and John Uptegrove advised in the past money had been raised to purchase training mannequins, but that it was not something ongoing. Karen Landry advised that “attendance at fundraising events” could be listed in the fee by-law. Currently there is no charge, but it could then be reviewed annually.
16. Automatic Aid Agreements – Karen Landry advised the Township is waiting for a draft agreement from the City of Guelph. Chief Gordon clarified that the Township has verbal agreements with Rockwood and Guelph.
17. Washroom Renovations – Karen Landry spoke with Chief Gordon and Deputy Chief Goode as well as staff from other departments. There is a need for renovations in the Municipal Complex (examples – administration, accessible washrooms, accessible counters and meeting room space). It has been decided that it would be best to put this project on hold and look at the entire project and develop a plan to phase in changes for the entire building. Accessible washrooms are quite expensive; there may be a possibility to put in one set of accessible washrooms for the building as a whole. Councillor Schmidt responded that it is desirable to deal with this project, but it makes more sense to wait and deal with everything at once. Karen Landry advised there would have to be input from staff to develop a plan as soon as possible so that it can be addressed as part of the 2014 budget.
18. Emergency Fire Reservoir – as discussed earlier under the Development Charge Review and Fees By-law.
19. Fireworks – Setting off & sale by-law – refer to Item 6.2



20. Open Burning By-law – Councillor Schmidt advised that it would be discussed next month.

2. Report ADM-2013-005 regarding Fireworks By-law

Karen Landry advised that the Township currently has a by-law for the discharge of fireworks, but not for the sale of them. Karen Landry reviewed the contents of Report ADM-2013-005 and the draft by-law. The committee requested staff to check with the County as to permitted uses on property involving fireworks and zoning. Councillor Stokley inquired if there should be a requirement for a permit for home/low hazard fireworks. Chief Gordon and Karen Landry advised that no other municipalities have that requirement. Councillor Schmidt inquired about the fees to be set out. He suggested \$100 to sell fireworks and \$200 to discharge them. Karen Landry advised that the fees should be reflective of the cost to administer the program, not a deterrent to drive the business away. Councillor Stokley suggested staff would be able to provide an idea of time and costs involved in administering the program. The committee discussed additional fees to be put in the fees by-law if additional resources were needed – such as a fire truck on site. The committee instructed staff to collect the information from the County and present the draft by-law to Council.

3. Statistics to date – Satellite Fire Station Trial

Councillor Schmidt remarked there seems to be some improvements, especially in zones 1, 10 and 11. Chief Gordon responded that some numbers may require further clarification. The number that is reported monthly to the Fire Marshall is in their monthly response report. It measures the time when the page is received to when the trucks arrive on scene. This time has gone down approximately 1 minute. Councillor Stokley asked if the satellite station



truck is the first on scene in those zones. Chief Gordon and John Uptegrove both confirmed yes.

John Uptegrove advised that the satellite station is usually responding by the time he arrives at the Main station. Members requested further detail regarding the numbers and analysis. Karen Landry suggested that the Director of Finance/Treasurer could assist with analyzing the data and the numbers.

4. Response Activity Report – May, June, July 2013

Councillor Schmidt commented on the number of calls trending up. Chief Gordon commented that although the number of calls is going up each month, it is still lower than in previous years.

Moved by Councillor Stokley and Seconded by John Uptegrove **FIR-2013-006**

THAT the following be received:

- Fire and Rescue Response Activity Report – May, June & July 2013

CARRIED

5. Monthly Expense Report – May, June, July 2013

6. Budget review – May, June, July 2013

Moved by Wayne Stokley and Seconded by Bob Gordon

FIR-2013-007

THAT the following be received:

- Fire and Rescue Monthly Expense Report – May, June & July 2013
- Fire and Rescue Budget Review – May, June & July 2013

CARRIED



7. Washroom renovation status

Karen Landry updated the committee under the Future Initiatives Review.

8. Firefighters' Association Report

John Uptegrove advised that Mike Dailous is selling t-shirts for fire department staff and their families for \$30 each, to raise money for the association.

The volunteer conference was just held in Fergus.

9. Training Update

Chief Gordon advised the committee of some remote training they are looking into. They are looking at different companies, and getting some prices. John Uptegrove advised the firefighters are currently on the Ontario curriculum, they are switching to the National Fire Training Program in April 2014.

10. 2014 Meeting Schedule

Councillor Schmidt reviewed the schedule of meetings on the third Wednesday bi-monthly at 1pm. He asked for any comments or suggestions. Councillor Stokley advised that the Committee should try to work around this schedule.

Karen Landry advised that this will help members to plan.

7. **ADJOURNMENT**

The meeting adjourned at 2:44 pm.