



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH 2016 SPECIAL COUNCIL MEETING

A G E N D A

DATE: WEDNESDAY SEPTEMBER 14, 2016

SPECIAL MEETING: 1:00 P.M.

LOCATION: Municipal Complex, 7404 Wellington Rd. 34,

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.
3. **Communications**

(a) Service Level Meeting Dates:

- September 14, 2016 at 1:00 p.m.
- October 6, 2016 at 9:00 a.m.
- October 20, 2016 at 9:00 a.m.

≠ 4. Fire Department

- (b) Report FIR-2016-003 Master Fire Plan Recommendations and Service Level Review – Fleet and Equipment **≠**
- (c) FIR-2016-004 Master Fire Plan Recommendations and Service Level Review – Administration, Training, Fire Suppression and Communications **≠**
- (d) Next service level meeting agenda

≠ 5. CONFIRMING BY-LAW

- (a) By-law 62/16 to confirm the proceedings of Council for the Corporation of the Township of Puslinch

≠ 6. ADJOURNMENT



REPORT FIR-2016-003

TO: Mayor and Members of Council

FROM: Steven Goode, Fire Chief

MEETING DATE: September 07, 2016

SUBJECT: Master Fire Plan Recommendations and Service Level Review – Fleet and Equipment
File No. P15MAS

RECOMMENDATIONS

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

That staff be directed to incorporate the fire department fleet and equipment replacement schedule into future capital budget program/forecasts in accordance with the provisions of this report.

DISCUSSION

Purpose

The purpose of this report is to provide Council with information relative to the fire department fleet and equipment replacement requirements such that future needs can be appropriately forecasted, scheduled and budgeted for on a go-forward basis.

Background

Township has recognized the importance of life cycle planning and has been moving towards a major apparatus replacement plan that reflects the industry best practices of a 20 year life cycle for major fire apparatus with the exception of Aerial 33.

On May 08, 2013 the Township fire and rescue services achieved a Certificate of Accreditation for Alternative Water Supply for Public Fire Protection via Superior Tanker Shuttle Service by Fire Underwriters Survey (Schedule “A”). The accredited flow rate for residential areas is 211 IGPM and Commercial is 417 IGPM. All Township fire and rescue service vehicles were used with the exception of Rescue 35 to obtain accreditation. Accreditation is valid for five (5) years and will end on May 08, 2018.

It should be noted that the Fire Underwriters Survey (FUS) document specifically refers only pumping apparatus, while NFPA document suggest this replacement cycle regardless of vehicle type. Small, passenger type vehicles such as the proposed pick-up truck are not addressed in either standard.

The Township of Puslinch has a comprehensive establishing and regulating by-law in place that was approved on January 20th 2010. By-law #12/10 includes appendices that identify the core services provided by the Township fire department.

The Establishing and Regulating By-law for a fire department provides a clear and accurate policy direction reflecting how Township council intends fire protection services to function and operate.

In 2014, Puslinch Fire and Rescue Service received budget approval to undertake the completion of the comprehensive Fire Master Plan. The Master Fire Plan provides a multi – year strategic direction for the Township fire and rescue services based on the “needs and circumstances” of the community. The plan is intended to serve as the strategic planning framework to guide policy, organizational, capital and operating decisions and ensure that current and future needs are met in a fiscally prudent and responsible manner.

At the November 18, 2015 regular Council meeting, Steve Thurlow, Dillon Consulting presented the Puslinch Fire and Rescue Service Master Fire Plan, final report. Council passed Resolution No. 2015 – 445

That Report FIR-2015-004 and presentation titled “Township of Puslinch Master Fire Plan Presentation and Final Report to Council” be received; and

That the Master Fire Plan be adopted, in principle, subject to further reporting and budget approval; and

That the Fire Chief be directed to report back to Council in the first quarter 2016 on the action plan for phased implementation.

As part of Dillon’s overall assessment of the Puslinch Fire and Rescue Services current and future needs, the authors of the recently completed Master Fire Plan (MFP) considered the overall condition and serviceability of the fire department fleet of emergency vehicles in their final report. The MFP made several recommendations regarding vehicles, and one in particular that suggested the development of a defined replacement schedule for fire apparatus and equipment.

Council at its Capital Budget meeting held on January 14, 2015 requested that Township staff prepare a report detailing the usage, lifecycle and corporate rotation of vehicles.

Township staff, through report FIN-2015-026, recommended that BDO Canada LLP be retained to complete a Fleet Management Study that provided the findings, recommendations and appropriate action plan for the effective and efficient management of fleet in the Township.

At the December 02, 2015 regular Council meeting, Joe Filippelli, Senior Manager, BDO Consulting presented the Township Fleet Management Analysis, final report. Council passed Resolution No. 2015 – 443

Township of Puslinch, Fleet Management Analysis final report stated “All Fire department assets are planned to be replaced over a 20 year life cycle which is reasonable compared to the peer group. 20 years is also consistent with the Master Fire Plan”

Council during the 2016 Council Budget deliberations requested special meetings to review the recommendations contained in the Puslinch Fire and Rescue Service Master Plan.

At the April 02, 2016 Council meeting Council by Council Resolution No. 2016 – 150 established a schedule and agenda for review of service levels and master plan recommendations. The Fire Master Plan Service levels and recommendations agenda details to be outlined in a subsequent report

The remainder of this report highlights the Township’s Master Fire Plan Recommendations and Staff Recommendations for Councils consideration.

Fire and Rescue Fleet

RESCUE 35 (R35) – 2000 - Freightliner



Outfitted with Equipment for:

- Auto Extrication
- Confined Space, High Angle, Water Rescues
- Command Center
- Rehabilitation Unit
- Refuge for victims
- Fire Support Equipment

- Electrical Generation Unit & Lighting
- Seats 5 Firefighters

Rescue 35 was delivered in 2000 and is the "workhorse" of the Puslinch Fire and Rescue Service. It is superior in design and performance, has many technological features that make it a valuable multi-purpose vehicle suiting a variety of rescue and fire suppression support needs. This apparatus is first to respond to all rescue and motor vehicle incidents in the Township. Rescue 35 has a 20 year life cycle replacement plan and is forecasted for replacement in 2020.

Pump 31 (P31) – 2004 - Freightliner



Specifications:

- 5000 L/m Hale Pump
- 4500 L (1000 gal Imp) water tank
- Tilt down ladder/suction hose equipment
- Foam injection system
- Manufactured by HUB American Lafrance
- Firefighting Equipment
- Electrical Generation Unit & Lighting
- Seats 5 Firefighters

Pump 31 was delivered in 2005. This unit responds as a pumper/tanker to structure fires and relied upon as a reserve pumper in the event that Aerial # 33 is out of service. Pump 31 serves as a tanker when water shuttle is required. Pump 31 has a 20 year life cycle replacement schedule and is forecasted for replacement in 2025.

There is an opportunity for the Township to reduce the current fleet of six trucks, down to five trucks in 2025. Staff recommend that Council consider combining Pump 31 and Tanker 37 into one multipurpose pumper/tanker truck. The proposed multipurpose truck would serve as the backup pumping apparatus and as a tanker. Currently, the fire department has 2 tankers that are not designed to serve as backup pumpers. The tankers are single cab trucks that only seat up to three firefighters, have a small capacity pump and also lack the compartment space for essential equipment. Pump 31 currently is the only truck suitable as a backup pumping apparatus, but does not have a large enough water tank to serve as a tanker truck. Based on the current fleet design, the trucks capabilities, and the needs of the fire department, it is not recommended to reduce the fleet before 2025.

On June 15, 2016 Township staff conducted a rural water shuttle test without the use of Pump 31. Township staff was successful in meeting the residential flow rate of 211 IGPM but were not successful in obtaining the commercial flow rate of 417IGPM. It is anticipated that the Township can achieve the commercial flow rate of 417IGPM with the assistance of the City of Guelph tanker.

Master Fire Plan Recommendation

There was no Master Fire Plan recommendation regarding the number of fleet. The Master Fire Plan stated “In our view the current complement and profile of the major apparatus within the department reflects the operational capabilities required based upon the results of the Community Risk Profile within the Township”.

Staff Recommendation 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.

The proposed Pumper/Tanker will result in a future decrease of Township fire department fleet from the current six (6) trucks to five (5) trucks. The proposed reduction in fire department fleet will have no impact to the fire and rescue service levels currently provided to the Township and/or ratepayer's personal insurance.

Financial Implications

The proposed replacement of Pump 31 and Tanker 37 into a single Pumper/Tanker truck will decrease the total Township fire and rescue service capital fleet plan by \$360,000. Assuming that 20% of the useful life will be remaining the Township will receive approximately \$72,000 on the sale of Tanker 37. There will be an additional cost to replace the existing pumper and tanker trucks with a pumper/tanker combo truck of approx. \$50,000. Therefore, the total reduction in the Fire long term capital program is forecasted to be \$382,000.

Capital Costs

Tanker 37 - Remove from Replacement Schedule (2030)	-\$360,000
Sale of Used Tanker (20% of Value Remaining) (2025)	-\$72,000
Additional Cost to replace with Pumper/Tanker Combo (2025)	\$50,000
Net Capital Cost/(Savings) of Reducing Fleet	-\$382,000

The annual truck maintenance operating savings commencing in 2025 is estimated at \$1500 and annual insurance savings \$1,150. Total annual estimated operating savings of \$2650.

Operating Cost Savings - Annual as of 2025

Insurance	-\$1,150
Maintenance	-\$1,500
Total Operating Cost Savings	-\$2,650

Pump 32 (P32) – 2012 – Ford 550**Specifications:**

- 5000 L/m Hale Pump
- 300 Gal water tank
- Foam injection system
- Manufactured by Spartan
- Firefighting Equipment
- 4 x 4 Mini Pumper
- Seats 5 Firefighters

Pump 32 was delivered in 2013 and is the first unit to respond to medical assist, grass/bush fires and carbon monoxide alarms. This unit serves as a pumping apparatus at water sites

when water shuttle is required (crash fill tankers). Currently, PFRS staff utilizes this truck to facilitate a number of non – fire suppression activities such as fire inspections and public education programs. Pump 32 has a 20 year life cycle replacement schedule and is forecasted for replacement in 2032.

Tanker 37 (T37) – 2010 – International



Specifications:

- 500 U.S. Gal Hale Pump
- 3000 U.S. Gal water tank
- Manufactured by E-ONE
- 3000 U.S. Gal portable water tank
- Pump and Roll feature
- Vacuum Filling
- Seats 2 Firefighters

Tanker 37 previously named Tanker 39 was delivered in 2010 and is designed to be used as a water tanker to supply pumper units at fire scenes and also serves as a blocker truck to protect on scene emergency responders and victims. This unit features a unique self-filling vacuum system and can be filled at up to 2000 gallons per minute without a pumper. Tanker 37 has a 20 year life cycle replacement schedule and is forecasted for replacement in 2030

Staff Recommendation 45

Staff recommends that Council consider replacing Pump 31 and Tanker 37 in 2025 with a Pumper/Tanker apparatus. Refer (p.5) to Pump 31 staff recommendation

Tanker 38 (T38) – 2007 – Freightliner



Specifications:

- 500 U.S. Gal Hale Pump
- 3000 U.S. Gal water tank
- Manufactured by American LaFrance
- 2 - 1500 U.S. Gal portable water tank
- Pump and Roll feature
- Vacuum Filling
- Seats 2 Firefighters

Tanker 38 was delivered in 2007 and is designed to serve as a water tanker to supply pumper units at fire scenes and also serves as a secondary blocker truck in the case Tanker 37 is not available. This unit features three (3) discharge outlets operated from the cab interior and can be filled at up to 2000 gallons per minute. Tanker 38 has a 20 year life cycle replacement schedule and is forecasted for replacement in 2027

Tanker 38 responded to forty – five (45) emergencies in 2015. Refer to the graph on page eleven (11) of this report titled “The following graph illustrates truck responses based on 2015 call volumes”.

Staff Recommendation 45

Staff recommend 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 forward basis and that future capital budget allocations reflect this schedule subject to the budget approval practices of the day.

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.

Financial Implications

Increasing Tanker 38 lifecycle replacement schedule from the current twenty (20) years to twenty – five (25) years will decrease the future total Township fire and rescue service capital fleet schedule by an estimated \$90,000.

Current Useful Life

Useful Life	20
Replacement Cost	\$360,000
Cost per Year	\$18,000

Proposed Useful Life

Useful Life	25
Replacement Cost	\$360,000
Cost per Year	\$14,400

Annual Difference	\$3,600
25-year Savings	\$90,000

Aerial 33 – 1991 -International



Aerial 33 (A33) – 2003 -Freightliner



2003 Specifications:

- 2000 U.S. G.P.M. Hale Pump
- 475 U.S. GAL. water tank
- Pre-piped aluminum waterway w/ remote-controlled nozzle
- Foam injection system
- Manufactured by American LaFrance
- Firefighting Equipment
- Electrical Generation Unit & Lighting
- Seats 6 Firefighters

The 1991 Aerial International truck (Aerial 33) has reached its lifecycle and will be replaced in 2016 with a 2003 used Freightliner Quint. Aerial 33 traditionally responds as the first unit to commercial/industrial fires and automatic alarms; and performing rescue from higher elevations and serve as the second truck response to motor vehicle collisions. Aerial 33 has a 25 year life cycle replacement schedule and is forecasted for replacement in 2028.

At the March 31, 2016 Council meeting Council by Council Resolution No. 2016 – 140

That Report FIR-2016-001 regarding Quint Truck purchase be received; and

That Council authorize the single source retainer of Colchester Fire District No. 2 for the acquisition of 2003 American LaFrance Quint Truck; and

That Council authorize the Chief Administrative Officer to enter into an Offer to Purchase with Colchester Fire District No. 2 in the amount of \$149,000 U.S.

Master Fire Plan Recommendations 41 & 42

No. 41 - That the Township of Puslinch prioritize the purchase of a replacement 75 foot Quint for Aerial #33”.

Staff and Council supported this recommendation

No. 42 - 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.

Staff are not in support of this Master Fire Plan regarding the Quint 20 year lifecycle recommendation.

Staff recommend that the 2003 Aerial (Quint) maintain a twenty – five (25) year lifecycle replacement schedule; and

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.

The following chart illustrates truck responses based on 2015 call volumes

	Structure Fire	Vehicle Fire	Grass Fire	Other Fire	Motor Vehicle Collisions	Medical Assist	Mutual Aid	Carbon Monoxide Alarms	Alarm	Burning Complaints	Other	Total
# of Responses	10	19	9	6	143	85	11	15	37	12	14	361
Trucks that Respond to Each Call												
Pumper 31	x		x				x					30
Pumper 32	x		x			x	x	x		x		142
Aerial 33	x	x		x	x				x		x	229
Rescue 35	x	x	x	x	x				x			224
Tanker 37	x	x		x	x		x		x			226
Tanker 38 (note 1)	x	10		3	22							45

Note 1: Tanker responds to when there are two alarms at the same time, vehicle fires located on Highways and when Tanker 37 is out of service.

Pickup Truck – 2013 –Chevrolet Silverado



The Building department has two pickup trucks one used by the Chief Building Official (“CBO”) and one used by the Building Inspector to travel to sites, court and solicitors. The CBO truck has a five (5) year life cycle and is scheduled to be replaced in 2018. This truck currently has 117,000km.

The Township fire and rescue service staff currently utilizes Pumper #32 (Initial Attack Apparatus) to facilitate a number of non-fire suppression activities such as fire inspections and public education programs. There are also a number of fire suppression related tasks where the department relies on personal vehicles (Volunteer Firefighters) to move equipment and additional resources to and from emergency scenes.

The Master Fire Plan stated that there is a current need within the department to have access to a multiuse vehicle such as a 4-wheel drive pick-up truck capable of caring 5 to 6 volunteer firefighters, their personal protective clothing and other fire suppression equipment to and from an emergency call. Providing this type of vehicle would eliminate the need for using Pumper #32 for most non-fire suppression activities, and the use of personal vehicles.

The proposed fire and rescue pickup truck would be used by the Fire Chief serving as a multiple purpose vehicle including incident command functions, prevention, education, training, emergency response, enforcement, fire investigations, courses, seminars and meeting activities. This additional vehicle would eliminate concerns associated with utilizing staff's personal vehicle for a variety of Township business. It is recommended that the Fire Chief be allowed to take this vehicle home to allow for a quicker response, as well as increased opportunity to manage and mitigate emergency situations. The vehicle would be used for frequent low kilometer usage. Total Township 10 year replacement cycle is recommended.

Some of the costs incurred in adding pickup truck vehicle to the fleet would offset some of the mileage charged by the Fire staff which has ranged between \$6,000 - \$8,000 per year since 2012 (estimated savings of over \$2,200). The Township fire department pickup truck was included in the ten year capital fleet forecast and was proposed to be purchased in 2017 at a cost of \$30,000.

The following table shows Wellington County fire department pickup truck comparable.

Fire Department	Pickup Truck	Lifecycle	Comments
Centre Wellington	3	10 year	Fire Chief, Platoon Chief and County Training Officer have a designated pickup truck. Staff permitted to take vehicle home for response purposes
Minto	1	No replacement plan	No restrictions in place
Mapleton	1	10 year	No restrictions in place
Guelph Eramosa	2	10 year	Deputy Chief and staff multi-use pickup trucks. Staff permitted to take vehicle home for responses. Fire Chief utilizes City of Guelph vehicle for response purposes.
Wellington North	1	10 year	Fire Chief permitted to take vehicle home for responses.
Erin	1	10 year	Fire Chief permitted to take vehicle home for responses.

Master Fire Plan Recommendation 43

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.

Staff are in support of the Master Fire Plan recommendation regarding the pickup truck.

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

Further that the Township fire and rescue services pickup have a lifecycle replacement schedule of five (5) years; and

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

Financial Implications

The Township Building Department purchased a new 2013 Chevrolet Silverado 4 x 4 pickup truck in 2013 from Bennet Chevrolet at a cost of \$27,000 non-inclusive of HST. The transfer of the 2013 Pickup truck utilized by the Chief Building Official (CBO) to Fire is on a 5 year replacement cycle. Purchasing a new CBO truck would occur 1 year early.

Transferring the Chief Building Official Chevrolet Silverado pick-up truck to fire and rescue services division in 2017 has an estimated capital cost of \$23,050. This would be funded through Development Charges. The projected 2016 ending balance of the Fire DC Reserve is approximately \$167,000.

Cost of Fire Department Truck Purchase

Purchase from Building Department	\$17,500
Emergency Lights	\$5,000
Miscellaneous	\$550
Total	\$23,050

The table below outlines the annual operating costs associated with the additional truck. There will be additional insurance, maintenance and fuel costs which amounts to \$3,200. There will also be savings on the mileage reimbursed to the Fire Chief in the amount of \$2,200 thus making the Total Annual Operating Impact \$1,000.

Operating Impact

Insurance	\$900
Estimated Maintenance Cost	\$1,000
Fuel	\$1,300
Mileage Expense Savings (note 1)	-\$2,200
Total Annual Operating Impact	\$1,000

Note 1 - the savings shown were calculated by using the historic mileage expense paid to the Fire Chief which would no longer be incurred

The following table identifies the current and proposed fire department fleet

Apparatus	Year	Current Replacement Year	Current Replacement Cost	Proposed Replacement Year	Proposed Replacement Cost
Pumper #31	2005	2025	\$490,000	2025	\$540,000
Pumper #32	2012	2032	\$300,000	2032	\$300,000
Aerial #33	2003	2028	\$325,000	2028	\$500,000
Rescue #35	2000	2020	\$360,000	2020	\$360,000
Tanker #38	2007	2027	\$410,000	2032	\$450,000
Tanker #37	2010	2030	\$410,000	2025	Included Pump #31
Pick-up Truck	2013	New	\$15,300	2017	\$15,300

Fire and Rescue Equipment

Where life cycles and conditions warrant, small equipment replacement (e.g., portable pumps, generators, etc.), should continue to coincide with the apparatus capital replacement plan. The fire department budgets for equipment replacement within the annual operating budget for smaller equipment replacement.

Industry best practices and manufacturers' directions suggest personal protective equipment, such as firefighters bunker gear, should be replaced based on a ten-year life cycle. The Township ten year capital budget includes the forecasted 10 year firefighter ensemble (bunker gear) replacement.

Currently, there is very little life cycle planning for fire department tangible equipment assets (fleet not included) with the exception of bunker gear and self-contained breathing apparatus (SCBA) cylinders. Staff will conduct a detailed review of all fire department tangible asset items and report back to Council during the 2017 budget discussions.

Master Fire Plan Recommendation 44

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".

Staff are in support of this recommendation and will report back to Council during the 2017 budget deliberations.

Financial Implications

No financial implications

Fire and Rescue Equipment – Firefighter Ensemble Extractor/Washing Machine and Dryer

Township staff recently completed a review of the current decontamination, inspection, testing and cleaning of firefighter's ensemble practices. During the review, staff recognized opportunities to improve the health and wellbeing of firefighters, minimize exposure to the public and reduce the risk of inadequate fire suppression staffing.

Currently, Township fire department utilizes a third party agency, Fire Service Management located in Mississauga, Ontario to clean, inspect, test and repair firefighter's ensembles as per National Fire Protection Association 1851 "Standard on the Selection, Care, and Maintenance of Fire Protective Ensemble for Structural Fire Fighting and Proximity Fire Fighting". Although there is schedule for firefighter's ensemble annual advanced cleaning, testing and inspection, there have been several unplanned occasions in which firefighters had to send out their ensembles for cleaning due to smoke and heat exposure leaving the Township at risk. Township firefighters are often reluctant to send out their assigned soiled and/or contaminated ensembles after the unplanned events.

The National Fire Protection Association 1851 standard requires that the Township conduct advance cleaning, inspection and test of all firefighter's ensemble every 12 months. The 1851 standard also states "the organization shall develop written standard operating policies that minimize the public's and fire department personnel exposure to soiled and/or contaminated firefighter ensembles" and that "the public shall not be exposed at any time, except during emergency operations to soiled or potentially contaminated protective ensembles".

The Ontario Government announced on April 3, 2016 that the province would add six additional types of cancers to the list of diseases that count as work-related for firefighters. The government acknowledged that firefighters are at risk of certain types of cancers and that the government needs to ensure that firefighters have access to the highest quality of care and support.

The Ministry of Labour recently has completed several municipal fire department inspections and issued orders regarding firefighter personal protective equipment (firefighter ensembles)

decontamination, cleaning, etc. One particular volunteer/part time fire department had twenty-three (23) orders issued, six (6) of which orders pertained to firefighter personal protective ensembles.

There are many municipal fire departments that have purchased a second set of firefighter ensemble for fire department staff and purchased extractor/washing machine and drying systems to protect their staff and the public from toxic exposure. The second set of firefighter ensemble is very costly and is not recommended by Township staff.

Township staff developed and presented to Council during the 2016 capital budget deliberations a scheduled firefighter ensemble replacement plan including four additional sets in 2019.

The Township Master Fire Plan made no written comment regarding firefighter ensemble extractor/washing and dryer.

Township staff will provide a detailed Capital sheet regarding the proposed extractor/washing and dryer and report back to Council during the 2017 capital budget discussions. The proposed extractor/washer and dryer pending Council approval will remove the need to purchase four additional sets of firefighter ensembles in 2019.

Financial Implications

Staff will provide details during 2017 capital budget deliberations

Overall Financial Implication Summary

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Operating Costs																	
Replacing Tanker 37 and Pump 31 with a Pump/Tanker Combo									\$2,650								\$2,650
Recommendation #43 - Fire Chief Pickup Truck - Transfer from CBO	\$1,000																\$1,000
Total Operating Costs	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,650

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Capital Costs																	
Replacing Tanker 37 and Pump 31 with a Pump/Tanker Combo									-\$22,000					-\$360,000			-\$382,000
Tanker 38 - Extending Useful Life by 5 Years											-\$360,000						\$0
Recommendation #43 - Fire Chief Pickup Truck - Transfer from CBO																	\$0
CBO Truck Replacement (Current Replacement Schedule)		-\$35,000															-\$35,000
CBO Truck Replacement (Proposed Replacement Schedule)	\$35,000																\$35,000
Cost of Fire Department Truck Purchase (Current Capital Plan)	-\$30,000																-\$30,000
Cost of Fire Department Truck Purchase (Proposed)	\$23,050																\$23,050
Total Capital Costs	\$28,050	-\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	-\$22,000	\$0	-\$360,000	\$0	\$0	-\$360,000	\$0	\$360,000	-\$388,950

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Funding Summary																	
Development Charges	-\$6,950																-\$6,950
Building Reserve	\$35,000	-\$35,000															\$0
Property Taxes	\$1,000								-\$19,350	\$0	-\$360,000	\$0	-\$360,000	\$0	-\$360,000	-\$378,350	

FINANCIAL IMPLICATIONS – TOTAL

The total financial impact of all recommendations made in this report amount to decrease in the capital costs between 2017 and 2032 of \$388,950. The 2017 Capital impact is \$28,050 from the previous forecast however there is a \$35,000 decrease in the 2018 capital forecast.

The operating budget will be increased by \$1,000 in 2017 and \$2,650 in 2025.

APPLICABLE LEGISLATION and REQUIREMENTS

Fire Protection and Prevention Act
Township Establishing and Regulating By-law 12/10

ATTACHMENTS

Schedule "A" Superior Tanker Shuttle Accreditation Effective May 8th, 2013
Schedule "B" Picture illustrating Fire Chief Personal Vehicle Radio Installation



Schedule "B"

Chief Vehicle – Rooftop Antennae Picture



Chief Vehicle – Interior Radio Install Picture





REPORT FIR-2016-004

TO: Mayor and Members of Council

FROM: Steven Goode, Fire Chief

MEETING DATE: September 14, 2016

SUBJECT: Master Fire Plan Recommendations and Service Level Review –
Administration, Training, Fire Suppression and Communications
File No P15MAS

RECOMMENDATIONS

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

DISCUSSION

Purpose

The purpose of this report is to provide Council with information relative to the fire department administration, training, fire suppression and communication division Master Fire Plan recommendations so that future needs can be appropriately forecasted, scheduled and budgeted for on a go-forward basis.

Background

The Fire and Rescue Services provides a wide variety of administrative and emergency response services to the Township. The Fire and Rescue Services department is made up of five divisions, Administration, Fire Prevention, Public Education, Fire Suppression and Training.

Dillon Consulting was hired in 2014 to work with Township staff on the review of the current and future service delivery requirements and to assess current services in relation to legislated requirements, industry standards and best practices. Consultation was undertaken with each fire division, senior Township staff and members of the public.

At the November 18, 2015 regular Council meeting, Steve Thurlow, Dillon Consulting presented the Puslinch Fire and Rescue Service Master Fire Plan, final report. Council passed Resolution No. 2015 – 443

That Report FIR-2015-004 and presentation titled “Township of Puslinch Master Fire Plan Presentation and Final Report to Council” be received; and

That the Master Fire Plan be adopted, in principle, subject to further reporting and budget approval; and

That the Fire Chief be directed to report back to Council in the first quarter 2016 on the action plan for phased implementation.

Council during the 2016 Council Budget deliberations requested special meetings to review the recommendations contained in the Puslinch Fire and Rescue Service Master Plan.

At the April 02, 2016 Council meeting Council by Council Resolution No. 2016 – 150 established a schedule and agenda for review of service levels and master plan recommendations. The Fire Master Plan Service levels and recommendations agenda details to be outlined in a subsequent report. On July 21, 2016, regular Council meeting Council by Council Resolution No. 2016 – 288 revised the service level and master plan recommendations review schedule.

The remainder of this report highlights the Township’s Master Fire Plan Recommendations and Staff Recommendations regarding the divisions of fire administration, training, suppression and communications for Councils consideration

1. MISSION STATEMENT

Background

The Ontario Fire Marshall and Emergency Management (OFMEM) identifies the importance of a fire department mission statement within Public Fire Safety Guideline (PFSG) 03-02-13 “*Master Planning Process for Fire Protection.*” A mission statement should identify the goals and objectives of the department, identify the primary stakeholders (e.g. volunteer firefighters) and acknowledge the types of services and commitment of the department in order to achieve success.

Subject to Council’s consideration the Puslinch Fire and Rescue Service (PFRS) mission statement should be updated to reflect the purpose of Puslinch Fire and Rescue Service. The mission statement should embody what the Township fire

department organization is, be concise, reflect alignment with the “needs and circumstances” clause of the FPPA and shape the organization's culture.

The current Puslinch Fire and Rescue Service (PFRS) mission statement is as follows:

We, the members of Puslinch Fire & Rescue, dedicate our efforts to provide for the safety & welfare of our residents & the public through preservation of life, property, and the environment. PREVENT SAVE LIVES PROTECT PROPERTY

Two distinct objectives:

1. To prevent fires – quickly realized that the best way to tackle the problem was to prevent fire from starting.
2. To reduce the loss of life & property – if a fire does start – when achievement of the first objective not realized

At the December 16, 2015 Council meeting Council by Council Resolution No. 2015-499 decided on the following mission statement for the Township

“Progressing together to provide reliable and sustainable services to our residents, business and visitors. We will protect our resources while respectfully building upon our heritage as a safe, fun and prosperous rural community”.

On May 31 and June 01, 2016 Township fire department staff engaged in a team building exercise to create a list of PFRS mission statements.

The following mission statements were created by staff:

1. “We strive to provide our community with professional service in Public Education, Fire Prevention, and Emergency Response. Puslinch Fire & Rescue are committed to preservation of life, property and environment.”
2. “PFD – Prevent Fires Daily”
3. “To adapt to the changing risks, threats and challenges that occur in our community, while maintaining our professional services in Public Education, Fire Prevention, Fire Suppression and Emergency Response.”
4. “Life, Property, Environment. We'll help prevent bad things from happening, but if they do, we're here to help”
5. “At Puslinch Fire & Rescue Services, we strive to protect Life, Property, Environment of our citizens and visitors.”
6. “Protect life and property, with courtesy and respect for the public.”
7. “P.E.P (Prevention, Education and Protection)”
8. “Puslinch Fire and Rescue Service – Our Community, Our Commitment to Educate, Prevent and Serve those in need.”

9. "PFD Is committed to safely protecting life, Property and Environment through Education, Prevention and Emergency Response."
10. "Puslinch Fire/Rescue Service will with pride and professionalism Educate, Prevent, Respond."
11. "Serving Our Community with Pride and Professionalism. Saving Lives, Protecting property and environment through education, prevention and response."
12. "Our Community, saving lives and protecting property and environment through education, prevention and response."

Township fire department staff voted on the above proposed PFRS mission statements and decided that the following mission statement best describes our Puslinch Fire and Rescue Service organization purpose:

"Puslinch Fire and Rescue Service – Our Community, Our Commitment to Educate, Prevent and Serve those in need".

Master Fire Plan Recommendation 1

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.

Staff Recommendations

Staff are in support of this Master Fire Plan recommendation.

Staff recommend that Council consider adopting the following mission statement for the Township fire and rescue service department:

"Puslinch Fire and Rescue Service – Our Community, Our Commitment to Educate, Prevent and Serve those in need"

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.

Financial Implications

This recommendation has no financial implications

2. FIRE AND RESCUE ADMINISTRATIVE WORKSPACE

Background

The existing Township facility was built in 1981 with an addition/renovation in 2002 and although it is in relatively good condition, it does not provide or allow for the administrative growth, communication and technology requirements of today.

In 2014, the Township engaged Ventin Group Architects to provide Space Needs Analysis for the Township existing facility inclusive of Administration, Fire and Public Works and Parks. The existing facility does not provide adequate space or functionality to allow efficient operation of Township Administration functions.

The Township Space Needs Assessment Study dated April 13, 2015 included eight (8) recommendations to act as guidelines in the restoration, renovation and design work to follow. The following is the recommendations contained within the Space Needs Assessment Study:

1. Improve adjacencies between Departments.
2. Provide adequate number of Meeting Rooms.
3. Provide efficient circulation and a barrier free and community friendly building.
4. Provide a central storage/filing area with a mobile compact filing system.
5. Relocate the Fire department large meeting room/training area closer to the Administration Building and public works (in place of last row of apparatus, pending on Fire department master plan) for convenience & efficient use of services.
6. Provide a safe, healthy environment for staff & public.
7. Provide a technologically equipped Administration Building that engages the Community.
8. Maximize accessibility and present the building to be more functional for the public and the staff.

The current Township fire department administrative workspace has reached its capacity. Where possible the department is sharing space between multiple functions (positions) in order to complete the administrative functions. Although this model for workspace is functional, it is not the most effective and efficient model for the individual workspace functions. Several of the offices open directly into the training room that can create a conflict when the both spaces are being used at the same time. This is particularly challenging for the part-time Chief Fire Prevention Officer who can be dealing with other agencies and the public while a training exercise is being facilitated.

The Township ten (10) year capital budget plan includes funds to be budgeted in 2019 to 2023 for the office renovation/expansion project including accessibility.

Master Fire Plan Recommendation 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”

Staff Recommendation

Staff are in support of this recommendation

Financial Implications

The fire department administrative workspace is included in the 10-year Capital Plan to coincide with the Township office renovation in 2019-2023. The 2014 Needs Assessment estimated the total renovation of the administration centre to cost \$1,16 million and the share related to the Fire Department totals \$225k.

3. DISPATCH SERVICES

Background

The City of Guelph Fire Department has provided dispatch services to the Township since the inception (1968) of the Township fire department. The Fire Protection Districts in Wellington County also rely on the City of Guelph Fire Department dispatch for their dispatch services. This arrangement enhances our mutual and automatic aid agreements.

On September 05, 2007, Council passed resolution number five (5) accepting the agreement dated the 5th day of September, 2007 between the City of Guelph and the Township and authorized the Mayor and the CAO/Clerk-Treasurer to execute the same with respect to fire dispatch services for a period of June 01, 2007 to May, 31 2008.

At the March 18, 2015 Council meeting Council by Council Resolution No. 2015 -104 enacted by-law 29/15 to authorize the Mayor and Clerk to execute the Agreement with the City of Guelph for the provision of full fire dispatch services (Schedule “A”).

The City of Guelph Fire Department re-structured its fees for dispatch service in January 2015 in order to make them fair and defensible for County of Wellington Fire Departments and the City of Guelph Fire Department. The full dispatch service fee is

set at \$1.80 per capita for Wellington County fire departments. Total Township 2016 cost for full dispatch service is \$12,652, based on a population of 7,029 (2011 StatsCan Population). This amount has been incorporated in the Fire and Rescue Services Operating Budget Account Number 01-0040-4320.

There have been a number of challenges experienced with fully implementing the updated dispatch agreement. To date the Township is still not fully receiving the scope of services defined within the proposed dispatch agreement. The agreement has also not been executed by the City. It is important to note that the City of Guelph dispatching fee for 2015 and 2016 was \$1.00 per capita, totalling \$7029 per annum which reflects current dispatch services provided to the Township.

On May 22, 2015 Township staff and Wellington County Chiefs met with Guelph fire department senior staff to discuss dispatch services. It was apparent through discussions with Guelph fire department management staff and radio testing that the City fire department had some challenges to overcome before providing full dispatch services.

On April 22, 2016 the City of Guelph officially ended the RFP process to select a new radio vendor for the next 10 years. Bell Mobility Radio/Motorola was selected as being the preferred bidder, and Guelph staff are now working to get a contract in place at the earliest opportunity, describing the scope of the work, grade of service, interfaces to outside systems, financial arrangements and subscriber equipment (radio equipment) that will form part of this contract.

The new Guelph fire dispatch radio implementation should address some of the concerns raised previously by both County FD's and Guelph dispatchers.

The City fire department timeline has the new radio system fully implemented in nine (9) months after the contract is signed by both parties. Guelph fire department senior management predicts that the radio system install will be completed within the 2016 calendar year.

Current industry practices in Ontario for the provision of emergency call taking and fire dispatching reflect the use of the National Fire Protection Association (NFPA) "*1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems*" as the guideline for provision of services. The current dispatch agreement between the City of Guelph and the Township of Puslinch does not include any performance measures for call taking and dispatching, such as those contained in the NFPA 1221 standard.

The City of Guelph fire department is working toward CFAI accreditation, which encompasses the dispatch centre, meeting or exceeding the NFPA standards.

Master Fire Plan Recommendation 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 Recommendations

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.

Financial Implications

The Operating Budget increased the annual dispatch service fee from \$7,029 to \$12,652 in 2015 to reflect the new contract.

Wellington County fire departments have been informed by the City of Guelph that all fire departments receiving dispatch services from the City will split the cost of the CAD system (records system). The City has paid the full amount for the CAD system that has no benefit to the City of Guelph. The approximate one time cost for the CAD system to each fire department is \$12,000 which will be a 2017 capital project.

	2017
City of Guelph CAD System for Fire Dispatch	\$12,000

4. MUTUAL AID AGREEMENTS

Background

Mutual aid agreement is a no charge reciprocal written agreement between agencies, organizations, or jurisdictions to lend assistance across jurisdictional boundaries. It agrees to assist by furnishing personnel, equipment, and expertise in a specified

manner at requisite time. Prior to the seeking of mutual aid agreement, an agency must first commit its own resources. Such agreements are executed when a disaster or a multiple alarm fire that exceeds the available local resources occurs. Mutual aid agreement provides for increased access to and fast delivery of critical resources during an emergency, professional solidarity in providing resources to affected communities. By way of the mutual aid agreement, this additional assistance is provided at no cost to the Township.

The current operating practices of the department in utilizing mutual aid agreements reflects that the department implements these agreements in advance of the conditions or procedures that are identified within the respective plans. In some instances the utilization of the current mutual aid agreements more closely reflect the procedures typically included within an automatic aid agreement rather than a mutual aid agreement.

The Township fire department is an active participant in the following mutual aid agreements:

- Mutual and Automatic Aid Plan and Program for the County of Wellington;
- Mutual Aid Agreement between the Township of Puslinch and the Town of Milton

Wellington County Mutual Aid Plan and Program

The Township of Puslinch Fire and Rescue Services has been part of the Mutual and Automatic Aid Plan and Program since the inception of the Puslinch Fire Department. This program is overseen by the Office of the Fire Marshall and Emergency Management and is administered by the Wellington County Mutual Aid Coordinator (Centre Wellington Fire Chief). The Province operates a system to provide emergency response support for chemical, biological, radiological, nuclear and explosion (CBRNE) and heavy urban search and rescue (HUSAR) incidents to local municipalities. However, to receive this Provincial support, the municipality must have a mutual aid program in place. All Wellington County Municipalities are participating in the program..

A copy of the Mutual and Automatic Aid Plan and Program is attached and sets out the program details including roles, plan activation, authority, etc. The fire departments across the County of Wellington enjoy excellent working relationships and depend on each other for assistance in this very important public service

Mutual Aid Agreement – Town of Milton

The Mutual Aid agreement between the Township and the Town of Milton has been in existence since March 01, 2006 and the termination is indefinite. Each of the parties agreed to provide assistance to the other party without cost for the assistance to the requesting municipality. A copy of the Mutual Aid agreement is attached and sets out

roles and responsibilities, procedures for requesting assistance, limitations, term and terminations, etc.

Mutual Aid Agreement – City of Hamilton and City of Cambridge

Currently, the Township does not have a written Mutual Aid agreement with the City of Hamilton and the City of Cambridge. Puslinch Fire and Rescue Service has provided and requested firefighting and equipment resources from both fire departments since the inception of the Township fire department. Recently, the Township has requested to meet with both City officials to discuss Mutual Aid Agreements.

Township staff will provide a detailed Council report regarding the proposed Mutual Aid agreement between the Township and the City of Hamilton and the City of Cambridge and report back to Council in the spring of 2017.

Master Fire Plan Recommendation

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.

Staff Recommendations 7

Staff are in support of this recommendation

Financial Implications

The Mutual Aid Agreements stipulates that mutual aid is to be provided to participants on a reciprocal basis. No funds are exchanged to provide mutual aid.

5. AUTOMATIC AID - GUELPH

Background

The following is the Fire Protection and Prevention Act (FPPA) definition of Automatic Aid:

1. (4) For the purpose of this Act, an automatic aid agreement means any agreement under which,

- (a) a municipality agrees to ensure the provision of an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department in the municipality is capable of responding more quickly than any fire department situated in the other municipality; or
- (b) A municipality agrees to ensure the provision of a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department is situated in the municipality is capable of providing the quickest supplemental response to fires, rescue and emergencies occurring in the part of the other municipality.

The Township of Puslinch does not currently have an automatic aid agreement for fire suppression services with the City of Guelph. There is a large portion of the Township where a fire apparatus from a Guelph fire station can arrive sooner than PFRS apparatus, based on current Township turnout time and response time; and the location of the City's fire stations.

On May 09, 2016, Township staff met with the City of Guelph to discuss an automatic aid agreement for fire suppression services between the Township and the City. The City of Guelph staff stated that the City will consider an agreement and anticipates that the City will have a detailed response to the Township request by the end of September 2016.

Township staff will provide a detailed Council report regarding the proposed Automatic Aid agreement between the Township and the City of and report back to Council in the fall of 2016.

Master Fire Plan 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.

Staff Recommendations

Staff are in support of this recommendation

6. SPECIALIZED RESCUE

Background

The Township of Puslinch establishing and regulating (E & R) By-law #12/10 includes an appendix that identifies the core services provided to the Township. The Township fire and rescue service department currently provides the following specialized rescues:

- HAZMAT Response (Awareness Level)
- Confined Space Rescue (Operations Level)
- Slope/High Angle Rope Rescue (Operations Level)
- Trench Rescue (Awareness Level)
- Water / Ice Rescue (Land-Based and Entry Level)

National Fire Protection Association (NFPA) 1670, Levels of Competencies

Awareness: First on scene first responders. First crew on scene completes size-up & determines what assistance is required. This level is non entry.

Operations: Responders able to recognize hazards, equipment use & technical ability to safely support & participate in the rescue under the guidance of a Technician

Technician: Trained responder with capability to safely & effectively coordinate, perform & supervise technical rescue

The level of training currently provided for Confined Space Rescue and Slope/High Angle Rope Rescue services is not consistent with the findings of the Community Risk Profile and the ability of the PFRS to sustain the required high degree of proficiency and accreditation in each specialized area.

The following further explains Confined Space and Slope/High Angle specialized rescue:

Confined Space Rescue (Operations Level)

The Ministry of Labour Confined Space definition” means a fully or partially enclosed space,

1. (a) that is not both designed and constructed for continuous human occupancy, and
2. (b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

If you have a space that is fully or partially enclosed, the two conditions – (a) and (b) above – must both apply before the space can be considered a "confined space".

The Occupational Health and Safety Act, Ontario Regulation 632/05 “Confined Spaces” requires that employers ensure that before the worker enters a confined space that trained rescuers are available on site. Employers have the option of providing their staff the training necessary to comply with the regulation or hire a third party rescue firm. The local fire department is not to be considered as a third party rescue standby.

The Township currently is not meeting the minimum annual training requirements within NFPA 1670 “Operations and Training for Technical Search and Rescue Incidents”. NFPA 1670 Chapter 7.1.3.4. (Confined Space Search and Rescue Training) states that “Each member of the rescue service shall practice making Confined Space rescues once every 12 months by means of simulated rescue operations in which he or she removes dummies, mannequins, or persons from actual Confined Spaces.

Historically, the Township fire and rescue services department has not responded to a Confined Space rescue event.

The Township through the Wellington County Mutual and Automatic Aid Program can request assistance for Confined Space rescue events. Currently, the Township of Mapleton and Minto and the City of Guelph provide Confined Space technical rescue response to their communities.

Master Fire Plan 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, Trench Rescue and Hazmat response.

Staff Recommendations

Staff are in support of this Master Fire Plan recommendations.

The Establishing and Regulating By-law # 12/10 will be revised to reflect the level of Confined Space services approved by Council.

Financial Implications

The assisting fire department may invoice the Township for services and equipment rendered. The actual cost is based on the event.

The Township 2016 User Fees and Charges By-law #019/16 requires the Township to invoice the “property owner” for all incurred cost.

Refer (p.15) to the Slope/High Angle Rescue financial impact.

Slope/High Angle Rescue (Operations Level)

The Township fire and rescue service currently trains and responds to slope/high angle rescue (operation level) events in the Township. Specialized rescue services such as slope/high angle rescue require a higher level of technical training and equipment to safely mitigate the emergency.

The current technical rescue training and level of services with respect to slope/high angle rescue services provided by the Puslinch Fire and Rescue Service is not consistent with the types of incidents that the department has historically responded as well as the current Community Risk Profile.

Providing this service is a significant challenge for the Township fire and rescue service in terms of training and equipment requirements needed.

Township staff met with Centre Wellington fire department staff to discuss a possible contract agreement between the Township and Centre Wellington for slope/high angle rope rescue response. Centre Wellington staff proposed that Centre Wellington fire department would provide this service at no cost to the Township in the exchange for the Township current Slope/High Angle and Confined Space rescue equipment.

Master Fire Plan 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 and Steep/High Angle Rope response.

Staff Recommendations

Staff are in support of proposed contract agreement between the Township and Centre Wellington fire department for Slope/High Angle rope rescue service.

The Establishing and Regulating By-law #12/10 will be revised to reflect the level of specialized services approved by Council.

Financial Implications

The equipment related to conducting the training will be transferred to Centre Wellington Fire Department and therefore the Township will no longer be responsible for replacing the equipment. The equipment has a 20 year useful life and a replacement value of \$7,500 and therefore the Township will save \$375 per year.

Although there are no direct cost savings, in removing training for Confined Space, Slope/High Angle Rescue, staff will be able to receive training in more pertinent topics.

7. PERSONAL VEHICLE RESPONSE - MEDICAL

Background

The Township fire and rescue service participates in a Tiered Response Agreement with the Guelph Wellington Emergency Medical Service. To respond to the incidents identified within this agreement, the PFRS has strategically located medical equipment (such as an oxygen unit, automatic defibrillator, general first aid supplies and a portable radio) at a number of locations within the Township. This is in addition to the medical equipment and emergency response apparatus located at the fire station.

On October 08, 2015 Township Master Fire Plan (MFP) team met with Steve Thurlow, Program Manager, Dillon Consulting regarding the draft MFP. During the meeting Steve Thurlow expressed concern with firefighters responding in their personal vehicles directly to emergency scenes due to potential liability to the Township and staff and also some valid safety concerns. As a result, the fire department management team through an internal memo stated that fire department staff is not permitted to respond directly to any emergency scene in their personal vehicle until further notice. Staff contacted the Township Insurer, Jeffrey and Spence concerning this matter. The president of Jeffrey and Spence through a letter (Schedule "C") stated that the Township is protected under the Non Owned Automobile Liability in the amount of \$20 million per occurrence. The letter also stated that the firefighter's primary coverage would be provided by the vehicle owner insurer. Jeffrey and Spence highly recommended that each fire department staff member inform their individual own

insurer that their personal vehicle is at times, used for proceeding to emergency calls and to the fire station utilizing a green light.

Risk Management at Cowan's reviewed SOGs relating to firefighters using their personal vehicles to respond directly to scenes. Cowan recommended a few minor changes to the current policies and guidelines in place. Staff made revisions to Guideline # 6-111 "Firefighter Use of Green Lights" (Schedule "D") and Guideline # 6-113 "Responding to Medical Emergencies in Personal Vehicles" (Schedule "E") to reflect the Township insurer and Master Fire Plan recommendation for Council review and consideration.

At the December 16, 2015 Council regular meeting staff provided a verbal report regarding the use of personal vehicle response to medical scenes. Staff informed Council that a detailed report will follow regarding the use of personal vehicle response.

It is important to note that PFRS members are not permitted to respond to Highway 401 incidents in their personal vehicle.

Township staff will complete statistical analysis to specific reporting and data collection with respect to firefighters responding in their personal vehicles to medical emergency scenes. The detailed reports will be developed to quantify performance measures including the number of incidents, turnout time, travel time, number of volunteer firefighters responding including their time of arrival and overall response time of the volunteer firefighters responding. Detailing actions taken on arrival, including when actual patient contact was made in advance of another emergency service and what actions were taken will be tracked. This information will then be included within the proposed Fire Department 2017 Annual Report for Council's review and consideration.

Master Fire Plan Recommendation 29

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.

Staff Recommendations

Staff are in support of this recommendation

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").

Financial Implications

There are no financial implications associated with this recommendation.

8. RECRUITMENT

Background

The PFRS turnout time of the current volunteer firefighters is one of the most significant challenges in achieving the performance measures identified within the NFPA 1720 Rural Area Demand Zone. Currently, the 80th percentile for the initial Township fire truck response for fire calls was 1130 seconds (18.8 minutes) between 2009 and 2014. In comparison to the performance objectives of the NFPA 1720 Rural Area Demand Zone (six volunteer firefighters arrive on scene within fourteen minutes response time to 80% of the calls received) the historical performance of the PFRS is approximately 290 seconds, or 5 minutes greater than the performance expectation of this standard. The Master Fire Plan compared the response times of the Township fire and rescue service to a sample group of six comparable municipal fire departments within Ontario and found that comparison municipalities average response times was 756 seconds, or 12.6 minutes, 33% lower than PFRS.

The Township currently recruits volunteer firefighters from across the entire geographical area of the Township with no preference or priority given to proximity to the fire station. This process has served the Township well in developing a core of dedicated volunteer firefighters.

The Township needs to consider further strategies within the recruitment process in order to reduce the turnout time of the volunteer firefighters. The Township compared the current volunteer recruitment requirements regarding distance requirements from the fire station to other comparable volunteer fire departments and found it quite common to have recruitment requirements for volunteer firefighters to live and or work within a specified distance from the fire station. This strategy has been proven to be effective in managing turnout times.

As previously stated the Township of Puslinch has a comprehensive establishing and regulating by-law in place that was approved by Council on January 20th 2010. The minimum firefighter qualifications as stated in By-law # 12/10 is listed below.

- 4.1 The Fire Chief appoints qualified persons as members of the fire department subject to the approved Puslinch Fire and Rescue hiring process.
- 4.2 A person is qualified to be appointed a member of the Fire Department for firefighting duties who:
 - 4.2.1 is not less than 18 years of age;
 - 4.2.2 has successfully completed at least grade 12;

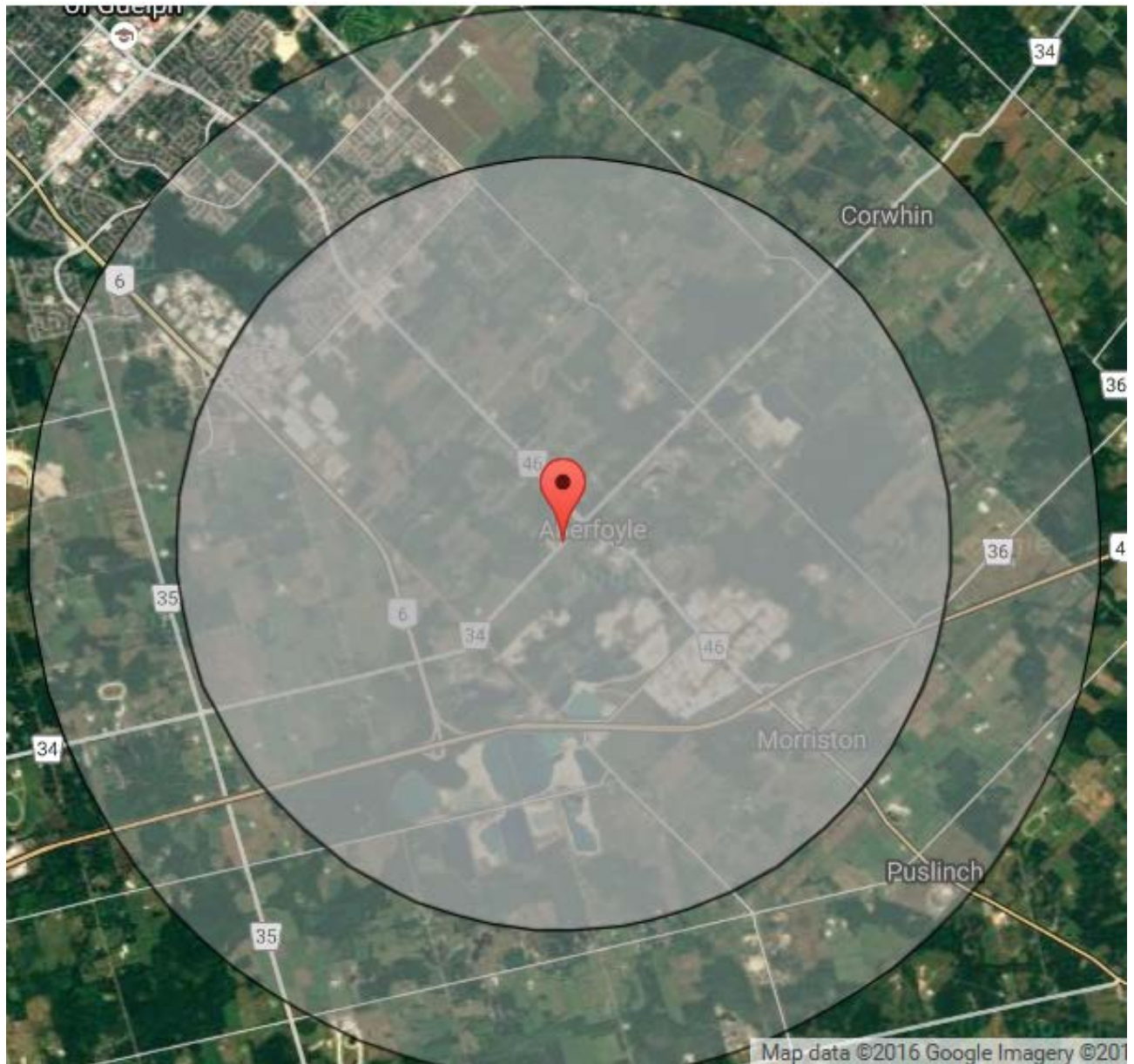
- 4.2.3 resides within the Township of Puslinch;
- 4.2.4 passes such aptitude tests as may be required by the Fire Chief of the Department;
- 4.2.5 passes such medical fitness test as may be required by the Fire Chief of the Department;
- 4.2.6 is medically fit to be a member as certified by a qualified physician
- 4.3 A person appointed as a member of the Fire Department for firefighting duties shall be on probation for a period of twelve months during which period he/she shall take such training and examinations as may be required by the Fire Chief

The Township has a comprehensive Firefighter Recruitment Manual that provides key information on the general recruitment process, training requirements, probationary period, factors to consider before applying, minimum qualifications and benefits of volunteering as a firefighter, etc. The recruitment process also involves a detailed firefighter recruitment orientation night for potential applicants and family members.

The following table illustrates comparator fire department recruitment distance requirements

Fire Departments	Recruitment Distance Requirements
Town of Erin	Live within 5 km of either station
Centre Wellington	Live within 3 km of Elora or Fergus station
Wellington North	No written requirements shown. Preference given to applicants that reside and work close to the station.
Mapleton	No written requirements shown. Preference given to applicants that reside and work close to the station.
Hamilton Township	Live within 8 km of the fire station
Guelph Eramosa	Live within 10 km of the fire station

Center circle illustrates 5 km radius and the outer circle illustrates 7 km radius from the station



Master Fire Plan Recommendation 33

That the Township target an area not greater than five kilometres from the fire station to recruit six additional volunteer firefighters. This 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.

Staff Recommendations

Staff recommend that preference be given to firefighter candidates that reside and/or work within 5 kilometres of the fire station

Financial Implications

There are no financial implications attached to the master fire plan recommendation # 33

9. ON CALL SCHEDULE

Background

The Township PFRS currently utilizes a scheduling process of assigning volunteer firefighters to one of four crews that are each lead by a Captain. The current process schedules crews on a monthly rotation for weekend availability from 23:00 (11pm) hours Friday night until 06:00 (6am) hours Monday morning and weeknights 23:00 (11pm) hours to 06:00 (6am) the following day.

The PFRS on-call crew is responsible for conducting the weekly vehicle checks and inspections as per SOP #1-101. Crews are also required to be readily available to respond to reported emergencies during these times. A similar schedule is in place for weekday coverage from 23:00 hours in the evening until 06:00 hours in the morning. Currently Township firefighters are not compensated for their designated on call schedule.

The current schedule attempts to achieve a minimum of six (6) volunteer firefighters available on weeknights and weekends at all times and balances the work-life priorities of the volunteer firefighters. The daytime coverage that the master fire plan recommended presents many challenges such as volunteer firefighter retention due to work priorities, family obligations (watching children), additional Township demands, and potential impact to fire department operating budget (stand by pay higher than proposed), firefighter recruitment due to increased demands etc. Extending the current roles and responsibilities of the current and proposed part-time positions (Fire Chief, Deputy Fire Chief, Training Officer, Training Health and Safety Officer, proposed Public Fire and Life Safety Educator) to include scheduling their hours to be available to participate in fire suppression activities would significantly enhance the Township's capabilities during normal business hours, Monday through Friday and lessen the need for daytime coverage (refer to report FIR-2016 -002 "Master Fire Plan

Recommendations and Service Level Review – Fire Prevention, Public Education and Organizational Structure”).

The on call schedule currently does not include the participation of a senior officer (Fire Chief, Deputy Fire Chief, Training Officer and Training Health and Safety Officer). Commencing January 01, 2017, senior officers will be scheduled on call to provide coverage for the Township at any time twenty four hours a day seven days a week. This will ensure that a senior officer with more incident command experience, and a broader understanding of the Townships policy’s and liabilities would be available at all times.

Master Fire Plan Recommendation 35

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. .

Staff Recommendations

Staff are in support of the current crew on call schedule and developing a senior officer on call schedule.

Staff are not in support of including daytime coverage (6:00am – 11pm) to the current schedule.

Financial Implications

There are no financial implications attached to the master fire plan recommendation # 35

10. ALERTING SYSTEM

Background

Incoming 9-1-1 calls for Puslinch Fire is received at the Guelph Fire Communications Centre. The Guelph fire dispatcher alerts the Township firefighters by activating the Puslinch icon on their dispatch console which then activates the Township pagers. The dispatcher will then transmit key information (nature of call, location, directions, hazards, etc) specific to the call over the pager. After about one minute the process is repeated.

The Township firefighters are each issued one portable, analog, receive only (cannot transmit), voice pager that is typically carried at all times to alert them of emergencies. The pager, slightly smaller than a pack of cigarettes, is carried on a person and is usually left in selective call mode. When the unit is activated, the pager sounds a tone and/or vibrate alert and a red light at the top of the pager is illuminated followed by an

announcement from a dispatcher alerting the user of a situation. After activation, the pager remains in monitor mode much like a scanner, and monitors transmissions on that channel until the unit is reset back into selective call mode either manually, or automatically after a set period of time.

The following are some features of the current pager utilized by staff:

- Simultaneously scan up to two channels and have multiple activation tones. This can be very helpful if a user belongs to several emergency services, or the emergency service has different alarms for different emergencies.
- Alert tones - The default, and most common alert is the continuous beeping (sounds like "beep-beep-beep-beep...etc.)."
- Vibrate channel without sounding an alarm tone. This is particularly useful in churches, schools, meetings, etc. where a loud noise would be disruptive.
- Voice Record - pagers can record (up to 8 minutes, depending on the model and options) of voice/transmission after the pager activates.
- Controls - Physical controls include an "A,B,C,D" function knob, a power/volume knob, reset button, voice playback button, external speaker jack, and an amber and red LED.
- Field Programmable - Some models have field programmable options such as Non- Priority Scan, Alert Duration, Priority Alert, On/Off Duty, Reset Options, and Push-To-Listen.
- Charging - pagers come standard with a charging stand and two rechargeable batteries.

The Township Master Fire Plan stated that "In our view consideration should be given to implementing a revised call out process to alert the on-call crew and senior officer as the initial response to all incidents. This revised call out process should consider the ability to alert (page) the on-call resources, and then subject to the severity of the emergency incident provide the capability to provide a second alert (page) should all of the fire suppression resources of the department be required"

Township staff will research and provide a detailed Council report for Council's consideration regarding a resilient alerting (paging) system that is capable of alerting on-call crew/officer resources and/or all fire suppression resources.

Master Fire Plan Recommendation 36

That a revised call-out process be considered to provide an option for alerting either the on-call crew, or alternatively all of the fire suppression resources of the PFRS.

Staff Recommendations

Staff are in support of this recommendation.

Financial Implications

Further report to follow

11. TIERED RESPONSE CALL – MEDICAL & MOTOR VEHICLE COLLISIONS (MVC)

Background

Until the beginning of 1998 the Ministry of Health and Long Term Care fully funded and directed the operations of all land ambulance services in Ontario.

The Ministry of Health and Long Term Care – Emergency Health Services, the Ministry of Community Safety and Correctional Services – Office of the Fire Marshal and the Ontario Association of Fire Chiefs supported the implementation of formal tiered response agreements between public safety agencies namely Ambulance / Fire / Police in the mid – 1990s.

Beginning January 01, 1998, the Province commenced the process of transferring the responsibility for the proper provision of land ambulance services to upper tier municipalities and designated delivery agents. By January 01, 2001, the transition was completed to the upper tier municipalities and the delivery agents. The ministry also provides financial assistance to the municipalities and delivery agents by providing cost sharing grant to fund one-half of the approved cost of land ambulance service. Additionally, the ministry sets standards for the delivery of land ambulance services and monitors and ensures compliance with those standards.

The Township of Puslinch establishing and regulating by-law #12/10, approved on January 20th 2010 includes an appendix that identifies the approved core services provide by the PFRS. The fire suppression and emergency response section of the Core Services 1.2 states that “Emergency Pre-hospital care responses and medical acts such as Defibrillation, CPR, and Emergency Medical Responders Program shall be maintained”.

In the 20-plus years during in which Township fire department has been providing formal tiered response, the entire Emergency Medical Services (EMS) has undergone significant change. In that time, responsibility for ambulance service has been downloaded to the upper – and – single tier municipalities, thousands of advanced care paramedics have been trained, the training and responsibility of primary – care paramedics have been significantly expanded, and municipalities have improved EMS

service by adding more resources. Also in that time, fire departments in the province of Ontario have continued to provide tiered response to EMS calls in accordance with their local agreements.

Tiered response is recognized internationally as an effective method of coordinating public or private safety agencies to provide rapid first response assistance to the public in the timeliest and efficient manner possible. Tiered response endeavours to send the closest appropriate emergency response agency, (based on time) to render assistance at the scene of an emergency incident until the primary response agency can arrive.

Tiered Response Agreements are formal written documents negotiated between two or more public and/or private sector safety agencies. Its' intent is to establish local protocols for a multi-agency response to a life threatening or a public safety incident. A Tiered Response Agreement may outline the capabilities, expectations and limitations of each agency and defines the criteria for participation.

In the past, this cooperation led to the development and implementation of formal written Tiered Response Agreements. Such agreements determined when and under what circumstances participating public and/or private safety agencies would call upon each other for assistance.

Tiered Response is a voluntary program built on the principles of teamwork and cooperation between the public and/or private safety agencies. Each participant in a local emergency response program has a specific role to play in the community and by working together; they are better equipped to meet the specific emergency needs of the constituents they serve.

The guiding principles of any tiered response program are:

- To ensure the timely availability of staff and resources to safely and efficiently mitigate a life threatening / public safety incident;
- To deploy adequately trained and equipped personnel to the scene of agreed upon life threatening / public safety emergencies.

At the August 15, 2012 Council meeting Council by Council Resolution No. 07 approved the 2012 Memorandum of Understanding for the Activation of Tiered Response agreement between the Township and Guelph Wellington Emergency Medical Services (Schedule "F"). The agreement is renewed automatically on an annual basis unless terminated in writing

The goal of the Tiered Response Agreement ensures that PFRS is dispatched in a timely manner to medical emergencies where they can have a positive impact on life safety and patient care. The tiered responses protocols have been inputted into the Central Ambulance Communications Centre (CACC) computer and automatically notify Guelph Fire Department Dispatch (GFDD) in the event a medical call meets the tiered response criteria. The current system is much faster than the old method of utilizing a land line and having the CACC dispatcher copying the caller's information, dispatching an ambulance and then contacting the GFDD via a phone line and relaying the information.

The information presented below provides an overview of the current tiered response agreement with Guelph Wellington Emergency Medical Service:

Puslinch Fire and Rescue Services will respond to any of the following medical emergency calls within their response area:

Any 'Code 4' (emergency response) triggered in the primary assessment including:

- Obvious immediate threat to life or vital signs absent (VSA)
 - i. Choking, not breathing, severe respiratory distress, unconscious
 - ii. Airway/breathing compromise
- Burns/electrocutions/inhalation
- Near drowning
- Motor vehicle collision (MVC)
- Penetrating trauma

Puslinch Fire and Rescue Services will respond to any of the following medical emergency calls within their response area when the ambulance is not at the Clair Road Station:

- Breathing problem
- Chest pain/heart problem
- Convulsion/seizure
- Cardiovascular stroke
- Decreased level of consciousness/unconscious
- Blunt trauma/assault

Puslinch Fire and Rescue will also respond to any medical emergency call, including when there will be a significant delay (greater than 15 minutes) in the arrival of the ambulance.

The Township master fire plan recognized four strategic priorities for the delivery of fire protection services within the Township of Puslinch. One of the four strategic priorities

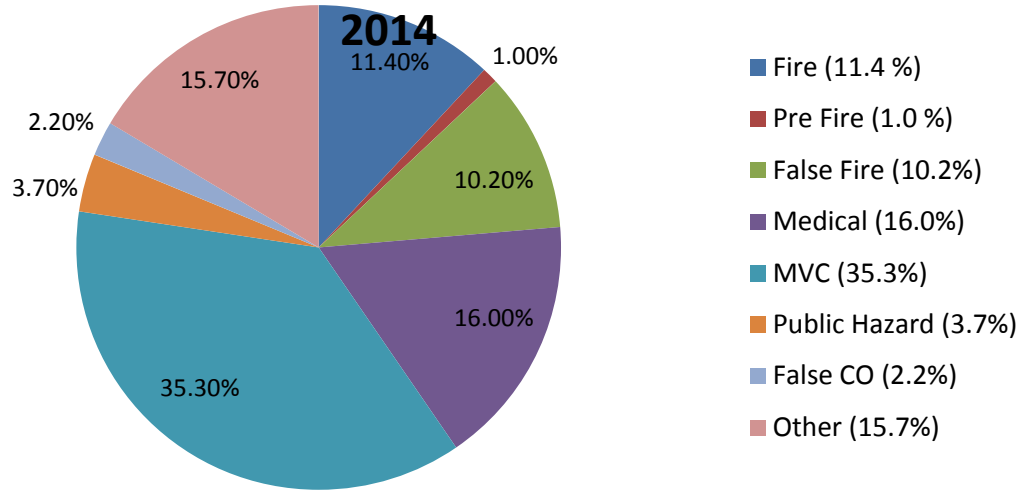
was the emphasis on the value of all emergency services that are provided by the Puslinch Fire and Rescue such as responses to motor vehicle accidents and medical responses that enhance life safety within the Township.

TABLE 15: CALL VOLUME RESPONSE TYPES (OFMEM)

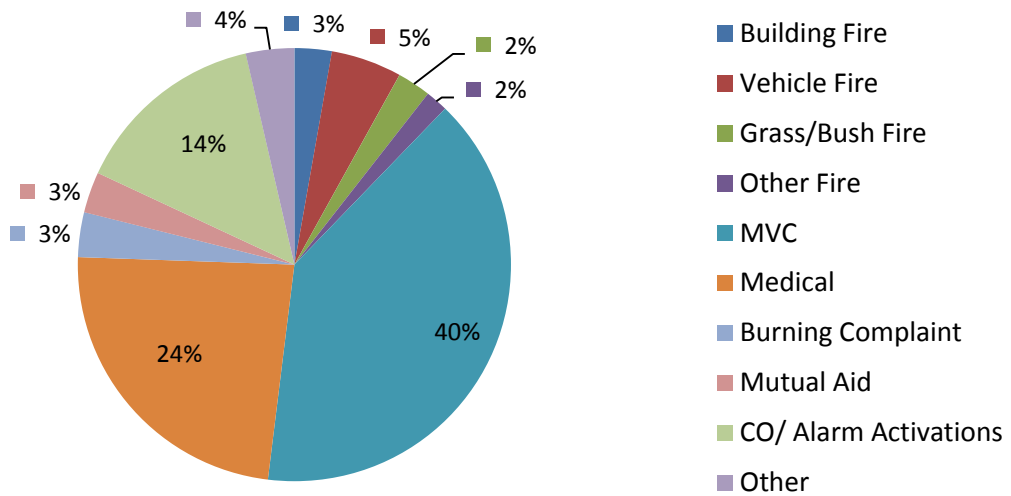
Call Volume By Type							
	2009	2010	2011	2012	2013	2014	Total
Fire	39	39	31	50	39	25	218
Medical	84	55	43	40	47	53	308
Pre Fire	7	5	0	0	3	4	19
False Fire	35	36	28	36	34	36	196
False CO	5	9	10	9	4	9	43
Public Hazard	12	5	9	10	30	6	71
Rescue	2	1	2	1	0	0	6
MVC	125	123	124	103	92	136	678
Other	47	36	38	63	50	90	301
TOTAL	356	309	285	312	299	359	-

The OFMEM response types are presented as a percentage of the overall emergency call volume that the PFRS responded to during the period 2009 to 2014. Motor Vehicle Collision (MVC) related calls are the most frequent type of emergency response call and account for 35.3% of all emergency calls. Medical calls are the second most frequent type of emergency response call and comprise approximately 16.0 percent of the total emergency calls. The fire calls represent approximately 11.4 percent of the total calls.

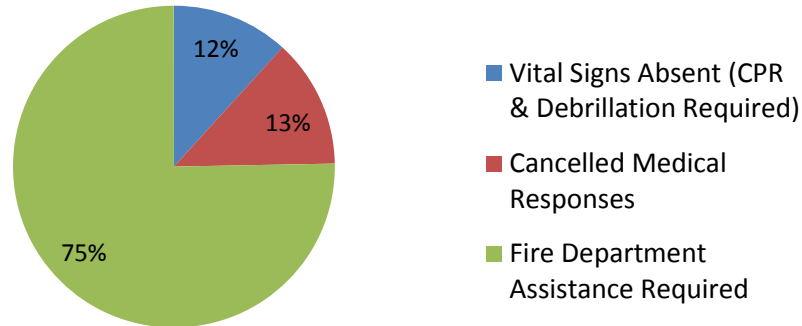
Percentage of Call by OFMEM Type 2009-



2015 Emergency Response Actual Calls



2015 Tiered Medical Response (85 calls) Actual Calls



The benefits of firefighter response to medical emergencies is not only in the potential for saving lives it also serves to provide some confidence in the family and friends of the victims. The presence of emergency workers who are trained in first response and can use oxygen equipment and perform CPR is comforting to those who do not have the equipment or skills to assist the victim.

Master Fire Plan Recommendation

There was no Master Fire Plan recommendation regarding the current medical response service levels.

Staff Recommendations

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")

Financial Implication

Medical Responses

The total estimated impact on the tax funded Operating Budget to deliver the tiered medical response service is \$27,572.

The following outline all costs that are direct and variable:

- The payroll costs related to Medical Calls is as follows:

- Responses amount to \$16,219. This figure was calculated by using the amount of hours worked in 2015 to respond to medical calls (607 hours) and the Class 2 Firefighter rate of \$23.01.
- Training costs amount to \$6,306 based on 236 hours (2015 actuals) and the Class 2 Firefighter rate of \$23.01.
- Admin costs amount to \$1,041 based on 10% of the Admin Assistant's time, or 45 hours, being spent on work related to Medical Calls. (Band 3 - \$19.93)
- There are various materials, supplies and equipment required to respond to medical responses. The following list outlines what is required and who is responsible for the cost:
 - Medical supplies –Guelph Wellington Emergency Medical Services provides the medical supplies to the Township, the costs are paid for through the County of Wellington Budget.
 - Medical equipment (ie. oxygen cylinder rental/filling) - the County of Wellington is responsible for the related costs
 - Other equipment (ie. defibrillators, defibrillator accessories, medical bags and any other items not included on the Guelph Wellington medical supply order form) – the Township is responsible for these costs. This cost is approx. \$960/year.
- Other miscellaneous costs are as follows:
 - Training related costs of \$633. This is to cover certifications and annual fees.
 - Fuel - \$1,596. Total fuel used in 2015 was \$9,973 and 16% of responses were Medical ($\$9,973 \times 16\% = \$1,596$).
 - Vehicle Maintenance - \$816. The average maintenance cost for Pumper 32 in 2014 and 2015 was \$5,100 and 16% of responses were Medical ($\$5,100 \times 16\% = \816).

The following outline the Direct Fixed Costs:

- Annual vehicle amortization for Pumper is \$5,793 (\$332,000 replacement cost and 20 year useful life).

The following table shows the overhead costs for the Fire Department and at 10% of calls, \$17,954 has been allocated to medical calls.

	Actuals - 2015
Fire and Rescue	
Expenditures	
Building Maintenance	\$17,378
Contract Services/Professional Fees	\$21,562
Materials and Supplies	\$62,174
Office Equipment and Supplies	\$6,532
Professional Development	\$25,433
Utilities	\$46,459
Expenditures Total	\$179,538
Fire and Rescue Total	\$179,538
Grand Total	\$179,538
Allocation of Overhead	
Medical - 10%	\$17,954

Motor Vehicle Collision Responses

The total estimated impact on the tax funded Operating Budget to respond to Motor Vehicle Collisions is \$34,149. This is for all Motor Vehicle Collisions on Township roads and on Highway 401.

The following outline all costs that are direct and variable:

- Payroll costs related to Motor Vehicle Collisions are as follows:
 - Responses amount to \$37,543. This figure was calculated by using the amount of hours worked in 2015 to respond to MVC's (1405 hours) and the Class 2 Firefighter rate of \$23.01.
 - Training costs amount to \$2,565 based on 96 hours (2015 actuals) and the Class 2 Firefighter rate of \$23.01.
 - Admin costs amount to \$5,184 based on 50% of the Admin Assistant's time, or 224 hours, being spent on work related to Medical Calls. (Band 3 - \$19.93)
- Vehicle and Equipment Costs:
 - Fuel - \$3,491. Total fuel used in 2015 was \$9,973 and 35% of responses were related to MVC's ($\$9,973 \times 35\% = \$3,491$).

The following outlines the Direct Fixed costs:

- Vehicle and Equipment Costs:
 - Extrication equipment totals \$6,134 per year. This is based on the replacement value and useful life of each piece of equipment.
 - Annual Vehicle Amortization related to MVC's is:
 - \$6,300 for Rescue 35 (\$360,000 replacement cost and 20 year useful life)
 - \$5,793 for Pumper 32 (\$332,000 replacement cost and 20 year useful life)
 - \$6,300 for Tanker 37 (\$360,000 replacement cost and 20 year useful life).
 - It should be noted that these vehicles would still be required if the Township did not respond to MVC's, however, the useful life may be extended due to less frequent use.
 - Vehicle Maintenance - \$2,674. The average maintenance cost for Rescue 35, Pumper 32, and Tanker 32 in 2014 and 2015 was \$7,640 and 35% of responses were Motor Vehicle Collisions (\$7,640x35%=\$2,674)

The following table shows the overhead costs for the Fire Department and at 35% of calls, \$62,838 has been allocated to MVC's.

	Actuals - 2015
Fire and Rescue	
Expenditures	
Building Maintenance	\$17,378
Contract Services/Professional Fees	\$21,562
Materials and Supplies	\$62,174
Office Equipment and Supplies	\$6,532
Professional Development	\$25,433
Utilities	\$46,459
Expenditures Total	\$179,538
Fire and Rescue Total	\$179,538
Grand Total	\$179,538
Allocation of Overhead	
MVC's - 35%	\$62,838

Recoveries received for responding to Motor Vehicle Collisions:

- The total recoveries in 2015 amounted to \$92,238. This amount is made up of recoveries from non - resident insurance companies (Township and County roads) and the Ministry of Transportation (MTO - Highway) for the cost recovery of fire department services and replacement of equipment and resources used. The Township Fees and Charge By-law shows the cost recovery of \$450 (MTO rate) per truck response and actual replacement of equipment (absorbal, hazardous material cleanup products, etc) cost.

Direct Variable Costs

Salary, Wages and Related Costs	
Responses	\$37,543
Training	\$2,565
Admin	\$5,184
Vehicle and Equipment Costs	
Fuel	\$3,491
Total Direct Variable Costs	\$48,783

Direct Fixed Costs

Vehicle and Equipment Costs	
Extrication equipment	\$6,134
Rescue 35 - Amortization	\$6,300
Pumper 32 - Amortization	\$5,793
Tanker 37 - Amortization	\$6,300
Vehicle Maintenance	\$2,674
Total Direct Fixed Costs	\$14,767

Indirect Costs (Overhead)	\$62,838
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Total Expenses	\$126,387
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Recoveries	\$92,238
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Total Township Costs	\$34,149
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APPLICABLE LEGISLATION and REQUIREMENTS

Fire Protection and Prevention Act
Township Establishing and Regulating By-law 12/10

ATTACHMENTS

Schedule "A" City of Guelph and the Township of Puslinch 2015 Amending Full Dispatch Service Agreement

Schedule "B" City of Guelph Dispatch Municipal Comparator Summary

Schedule "C" Jeffrey and Spence Letter regarding Personal Vehicle Use

Schedule "D" Guideline # 6-111 "Firefighter Use of Green Lights"

Schedule "E" Guideline # 6-113 "Responding to Medical Emergencies in Personal Vehicles"

Schedule "F" 2012 Memorandum of Understanding for the Activation of Tiered Response Agreement

Schedule "G" 2012 New Tiered Response Agreement Information

Schedule "H" Policy #1-101 "Weekly Vehicle Inspection"

Schedule "A"
Fire Dispatch Services – Full

THIS AMENDING AGREEMENT made this day of , 2015

BETWEEN:

THE CORPORATION OF THE CITY OF GUELPH

(the "**City of Guelph**")

-and-

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

(the "**Municipality**")

WHEREAS the City of Guelph and the Municipality have entered an agreement (the "**Fire Dispatch Agreement**") dated the 5th day of September, 2007 whereby the City of Guelph agreed to provide fire dispatch services to the Municipality on a fee for service basis;

AND WHEREAS the City of Guelph and the Municipality wish to amend the said Fire Dispatch Agreement;

NOW THEREFORE the parties agree as follows:

1. Paragraphs 2 and 3 of the Fire Dispatch Agreement be and hereby are deleted and replaced by the following:
2. The City of Guelph shall provide full fire dispatch services to the Municipality. For the purposes of this agreement, full fire dispatch services mean the following:
 - (a) The City of Guelph will accept calls from 911, Police, Central Ambulance Communications Centre and directly from private citizens, directed to the City

of Guelph's Emergency Services – Guelph Fire Department (the “**Guelph Fire Department**”);

- (b) In response to all such calls, the Guelph Fire Department will page the Municipality's Fire Department to reply to the calls;
- (c) The Guelph Fire Department will keep an electronic record of such telephone and radio transmissions and provide copies to the Municipality's Fire Department upon request;
- (d) The Guelph fire Department will provide incident information to the Municipality; the Municipality shall acknowledge, to the Guelph Fire Department, receipt of each dispatch received from the Guelph Fire Department and shall acknowledge, to the Guelph Fire Department, when each dispatched unit is on scene and when each dispatched unit is back in service; and
- (e) The Guelph Fire Department will monitor all incidents dispatched to the Municipality's Fire Department and provide a level of support equal to that provided to the Guelph Fire Department; this will include but not be limited to tracking resources on scene, monitoring radio calls for safety, providing notifications, requesting extra resources, etc.

3A. The Municipality shall pay to the City of Guelph, each year, a fee in respect of full fire dispatch services in accordance with the following. As early as possible each year, the City of Guelph shall:

- (a) Establish the population of the Municipality (the “**Municipality Population**”); the Municipality acknowledges that the Municipality Population as at the date of this Amending Agreement to the Fire Dispatch Agreement is 7029;
- (b) Establish the rate, per capita, of providing full fire dispatch services to the Municipality (the “**Full Fire Dispatch Rate**”), based on factors including the rate for the previous year, cost increases and rates charged by comparator providers; the Municipality acknowledges that the Full Fire Dispatch Rate as at the date of this Amending Agreement to the Fire Dispatch Agreement is \$1.80; and
- (c) Calculate the amount of the fee for providing full fire dispatch services to the Municipality for the current year (the “**Full Fire Dispatch Fee**”), being the product of the Municipality Population and the Full Fire Dispatch Rate, and invoice the Municipality for this amount, payable on or before June 1 of that year.

3B. The Municipality shall pay to the City of Guelph, semi-annually, a fee in respect of the use of mobile radios for fire dispatch services, in accordance with the following. Every six months, the City of Guelph shall:

- (a) Establish the current rate, per mobile radio, per six-month period, for providing mobile radios (the “**Mobile Radio Rate**”); the Municipality acknowledges that the Mobile Radio Rate as at the date of this Amending Agreement to the Fire Dispatch Agreement is \$___N/A___ per six months;
- (b) Increase the Mobile Radio Rate in accordance with any increases in the cost per mobile radio imposed on the City of Guelph in the previous six month period by the provider of the mobile radio service;
- (c) Establish the number of mobile radios currently used for fire dispatch purposes in the Municipality (the “**Number of Mobile Radios**”); and
- (d) Calculate the amount of the fee for providing mobile radios to the Municipality for the current six month period (the “**Mobile Radio Fee**”), being the product of the Mobile Radio Rate and the Number of Mobile Radios, and invoice the Municipality for this amount.

3C. The Municipality may purchase from the City of Guelph optional extra services, in addition to the full fire dispatch services, including access to records management systems, mobile data terminals, etc. In each such case, the parties shall negotiate the fee for the optional extra service.

3D. Notwithstanding all of the foregoing, if the City of Guelph should ever, in the proper provision of the fire dispatch services to the Municipality, be required to make any special expenditures beyond the usual operating expenditures (e.g. to upgrade the fire dispatch services or the mobile radios), which expenditures cannot be recovered otherwise, then the City may add such expenditures to the fees provided for above.

3E. In the event the Municipality fails to pay any invoice issued pursuant to this agreement within 30 days of the date set out on the invoice, the amount payable shall bear interest at the rate of one and one-half percent (1.5%) per month, calculated monthly and payable monthly (effective interest 19.56% per annum).

2. In all other respects the Fire Dispatch Agreement shall continue in force.

IN WITNESS WHEREOF the parties hereto have duly executed this Amending Agreement.

DATED at Guelph, the day of , 2015

THE CORPORATION OF THE CITY OF GUELPH

SHAWN

ARMSTRONG – GENERAL MANAGER

I am authorized to
bind the corporation.

DATED at , the day of , 2015

**THE CORPORATION OF THE
TOWNSHIP OF PUSLINCH**

MAYOR

CLERK

Schedule "B"

Dispatch Municipal Comparator Summary

OVERVIEW

A review was completed of comparator municipalities in regards to the costing of dispatch services. As a result options for establishing charges to local fire services have been identified. There are three different factors used to allocate costs and three different formulations of costs to be charged.

SURVEY RESULTS

	Population	Provider	Cost per Capita	Call Dispatch
				Cost Description
Barrie	135,711	Barrie	\$ 7.72	Base operating expenses less revenue resulting from dispatch service provided to other Fire services.
XX Fire Service	223,718	Barrie	\$ 1.88	Base Cost derived from cost to provide dispatch service to XX fire services above the cost to provide service just to Barrie Fire Services. Extra services provided as per costing sheet
Kitchener	219,153	Kitchener	\$ 4.87	Operating expenses less revenue resulting from dispatch service provided to other Fire services.
Waterloo	98,780	Kitchener	NA	The charge out is based on the actual salary and fringe benefits from the prior year allocated based on the number of incidents.
Wilmot	20,000	Kitchener	NA	
Woolwich County	23,410	Kitchener	NA	
Wellesley	10,713	Kitchener	NA	
Caledon	59,460	4.9%	4.9%	Total operating and capital cost shared by proportionate split based on population
Brampton	523,911	39.7%	39.7%	
Mississauga	713,443	55.3%	55.3%	
Ajax	109,600	Ajax	\$ 7.26	Includes costs for operating and capital less Administration of staff, building maintenance and hydro. Cost distributed based on EMPAC annual value of property.
Pickering	88,721	Ajax	\$ 8.93	

Windsor	210,891	Windsor	\$ 5.49	Communication Operating Budget
Essex County		Windsor	\$ 1.80	Provide service to 4 Essex county fire departments on a per capita basis, fee set annually by Council
Brantford	93,650	Brantford	\$ 8.87	Includes full-time earnings, overtime earnings, benefits, computer hardware, equipment, permits and contracted services.
Ottawa	883,391	Ottawa	\$ 5.92	Communication Operating Budget

Table 1: Survey Results



December 15, 2015

Corporation of the Twp. of Puslinch
7404 Wellington Road 34
RR 3
Guelph, ON N1H6H9

Attention: Mr. Steven Goode

Dear Mr. Goode,

You inquired about how the Township is protected in situations where a volunteer firefighter is responding to an emergency in their personal vehicle.

The current insurance program provides protection for the Township under the "Non Owned Automobile Liability" policy in the amount of \$15,000,000. In addition to this limit, there is an "Excess Liability" policy in place for an additional \$5,000,000 which provides a total limit of \$20,000,000 per occurrence.

It is important to understand that the primary coverage would be provided by the insurer of the owner of the vehicle that is involved in an accident. While there is no specific restriction or exclusion under the standard "Ontario Automobile Policy" for volunteer firefighters responding to a call, there could be an underwriting and rating adjustment necessary that would be determined by the individuals own insurer.

Our position is that we highly recommend that each volunteer member is directed to their own personal auto insurance provider for advice on this matter.

In any event, the Townships liability exposure is covered as noted and subject to the terms and conditions of the actual policy wording.

I trust this will provide some assistance in your process of completing the Township's Fire Master Plan.

If there is additional information we can provide, please contact us.

Sincerely,



Julio D'Antonio
President
Jeffery & Spence Ltd.

GUELPH OFFICE

Jeffery & Spence Ltd.

130 Paisley St. Tel: (519) 822-0511
Guelph, ON N1H 2P1 Fax: (519) 767-1455

www.jefferyandspence.com

KITCHENER OFFICE

H.R. Fischer Insurance Services
o/b Jeffery & Spence Ltd.

Tel: (519) 603-0123 1167 King St. E.
Fax: (519) 603-0124 Kitchener, ON N2G 2N3



PUSLINCH FIRE & RESCUE GUIDELINE # 6-111

Section: 6 - Procedures
Subject: Firefighter Use of Green Flashing Lights

Purpose: To set safe driving expectations for fire department staff when proceeding to emergencies and/or the fire station using flashing green light(s) as well as to make fire department staff aware of legislation and insurance issues governing the use of such devices.

Scope: This guideline is to be followed by all fire department staff.

Policy: The Township of Puslinch in conjunction with auto insurance companies recognizes that the self-less and admirable service provided by fire department staff and as such want to reduce the possibility of any misuse of the flashing green light when responding to emergencies.

The Highway Traffic Act (HTA), 1990, Sec. 62 (16) allows firefighters to display a flashing green light when they are responding to emergencies. The use of a flashing green light on or in a vehicle is restricted to Ontario Fire Service. Adoption of its use is strictly voluntary. There are several response considerations that users of such devices must be aware of:

- The purpose of the green light is to help other drivers recognize a firefighter is en-route to an emergency or fire station and be courteous and yield the right-of-way.
- Fire department staff may use flashing green lights on a personally owned vehicle while proceeding to emergencies, including response to the scene or to the fire station. Use of the green flashing light other than for the purpose of proceeding to emergencies is prohibited
- Personal vehicles of firefighters are not emergency vehicles.
- Driving aggressively, proceeding through stop signs or stop lights without stopping, driving in the oncoming lane of traffic when proceeding to calls with a flashing green light are a few examples of dangerous and reckless driving behavior that will not be tolerated in the Township and may serve as reasonable grounds for insurance company to discontinue coverage if they become aware of such behavior.

The flashing green light does not afford any privileges or exemptions under the Highway Traffic Act (HTA), 1990



PUSLINCH FIRE & RESCUE GUIDELINE # 6-111

Section: 6 - Procedures
Subject: Firefighter Use of Green Flashing Lights

Highway Traffic Act Considerations:

Under the Highway Traffic Act (HTA), 1990, fire department vehicles can exceed the posted speed limit when safe to do so; they can go through red traffic lights if emergency lights are flashing, the siren activated, after the vehicle comes to a complete stop and then proceeds when the way is clear and it is safe to do so. **Vehicles with flashing green lights do not have these special permissions or added response considerations.** Subsection 62 (16) of the Highway Traffic Act (HTA), 1990, “Vehicles of Firefighters”, stipulates:

62. (16) A firefighter, within the meaning of subsection 1 (1) of the F.P.P.A., 1997, may carry on or in his or her vehicle a lamp that produces intermittent flashes of green light and may operate the light if the motor vehicle is proceeding to a fire or other emergency.

The variety of flashing lights produced today may not be suitable or appropriate for volunteer firefighters responding in personal vehicles. The Ministry of Transportation of Ontario recommends using a Society of Automotive Engineer (SAE) standards class 1 warning light.

Insurance Act Considerations:

The Insurance Act, 1990 sets out definitions, requirement and guidelines insurance companies must take into consideration in dealing with clients.

Firefighters using personally owned vehicles to proceed to emergencies should not be denied insurance coverage or have insurance rates increased simply for using their personal vehicle in this way. In the event of concerns over insurance coverage, the Financial Services Commission of Ontario is the agency with authority to resolve this issue.

Firefighter’s personal auto insurance rates can be affected if while using a flashing green light they are involved in an at-fault accident or ticketed for traffic violations by police. Before installing or using a green flashing light fire department staff shall adhere to the following:

- Review and adhere to departmental guidelines or policies relating to the use of flashing green lights.
- Notify their insurance company they may use a personal vehicle with or without a flashing green light to respond to emergencies.



PUSLINCH FIRE & RESCUE GUIDELINE # 6-111

Section: 6 - Procedures

Subject: Firefighter Use of Green Flashing Lights

- Insurance coverage for fire department staff responding in their personal vehicle is not the responsibility of the Township of Puslinch.
- Fire department staff shall have insurance, as required by law, when operating personal vehicles to and from the station or emergency scene.

Other Considerations:

Firefighters responding to an emergency while using a flashing green light must be capable of ensuring a safe response is achieved relative to anticipated road and weather conditions and the following variable factors:

- Vehicle suitability and readiness for use in responding. Proper care and maintenance of personal vehicles used to respond to emergencies by a fire department staff member is the responsibility of that member.
- The need to respond using a flashing green light. Fire department staff should continually assess the need for continued response and should discontinue response en-route if the incident is stood down or the call is cancelled.
- Fire department staff should have knowledge of the provision of the Highway Traffic Act (HTA), 1990, as it pertains to emergency vehicles, non-emergency vehicles and response to emergencies.
- The effect the green flashing light may have on other motorists. Some motorists do not understand the significance of such lights and may become confused or react with unplanned and unpredictable actions.
- The time and care taken to ensure proper installation and placement of the flashing green lights in or on the vehicle to ensure that such lights will not blind or distract other drivers or the firefighter driving his/her own personal vehicle.
- The need to continually assess and adjust driving speed to that appropriate to the speed limit, traffic conditions, road conditions, driver's personal limitations, vehicle limitations and the urgency of the response, necessary to ensure safety is maintained.
- How attitude affects behavior and performance when driving in emergency response situations. Fire department staff should ensure that excitement, adrenaline and the desire to respond quickly do not affect the decision making process while responding to emergencies.
- The need for appropriate response to recognized fatigue and stress levels, which may affect judgment and performance. Physiological changes can impair judgement.
- Awareness of the need to place safety above all else.



**PUSLINCH FIRE & RESCUE
GUIDELINE
6-111**

Section: 6 - Procedures
Subject: Firefighter Use of Green Flashing Lights

Reference: Ontario Fire Marshall and Emergency Management Public Fire Safety Guideline 04-89—03 “Use of Flashing Green Lights in Personal Vehicles”, the Highway Traffic Act (HTA), 1990, the Fire Protection and Prevention Act (F.P.P.A.), 1997, Insurance Act, 1990 Section 237 and Regulation 664, Guideline. # 6-113



PUSLINCH FIRE & RESCUE GUIDELINE # 6-113

Section: 6 - Procedures
Subject: Responding to Medical Emergencies in Personal Vehicles

Purpose: This operating guideline identifies the critical actions for fire service responding in their personal vehicles to a medical emergency. This guideline identifies actions to be taken to prevent further harm to patients, ensure the safety of responders and citizens and ensure the delivery of services.

Scope: This operating guideline applies to all fire service personnel responding straight to the emergency scene for medical emergencies.

The first Puslinch Fire and Rescue Service (PFRS) member on scene is in charge of the patient(s) until paramedics arrive on scene and assume responsibility for the patient(s) and/or when a PFRS officer is on scene.

Policy: The first arriving PFRS member shall ensure before treating patient(s) that the emergency scene is safe.

The PFRS member should withdraw from the emergency scene immediately if the scene is too dangerous. The PFRS member should alert other responding personnel and apparatus by cell phone, portable radio or signal the emergency vehicle approaching the scene to stop personnel and emergency vehicles from entering the scene.

PFRS dispatcher should inform OPP and Ambulance dispatch immediately upon receipt that the emergency scene is too dangerous to enter.

All PFRS members should wear appropriate personal protective equipment to protect against infectious disease and the environment as per Guideline #4-100.

All PFRS members should don their PFRS duty clothing or other approved PFRS attire for identification purposes.

All responding PFRS members responding to the scene in their personal vehicle should park in an area that does not interfere with OPP, Fire Apparatus and Ambulance.

PFRS members may respond directly to an incident that meets the following criteria:

1. within 4km of their residence
2. incident is on the path of travel to the station
3. minimum of three year experience as a Township firefighter
4. have the following minimum equipment on hand: a CPR mask, 2 sets of approved medical gloves and a cell phone and/or Township portable radio.



**PUSLINCH FIRE & RESCUE
GUIDELINE
6-113**

Section: 6 - Procedures

Subject: Responding to Medical Emergencies in Personal Vehicles

5. at the discretion of the Fire Chief, Deputy Fire, On call Chief or the Incident Commander

Township PFRS members shall not proceed to Highway 401 incidents in their personal vehicle.

Reference: Guideline # 6-111

2012 Memorandum of Understanding for the Activation of Tiered Response

The **Puslinch Fire & Rescue Services** agrees to respond to the following medical emergencies within its response area when tiered by Cambridge Central Ambulance Communications Centre on behalf of Guelph Wellington Emergency Medical Service:

Tiered Response Criteria:

1. **Any Code 4 response triggered in the Primary Assessment** including:
 - a. Obvious Immediate Threat to Life (OIT) or VSA (Primary Assessment)
 - b. Choking, Not Breathing, Severe Respiratory Distress, Unconscious (Primary Assessment)
 - c. Airway/Breathing Compromise (Primary Assessment)
2. **Burns/Electrocution/Inhalation** (as per card 8, code 4 response)
3. **Near Drowning** (as per card 14, code 4 response)
4. **Motorized Vehicle Collision** (as per card 24, code 4 response)
5. **Penetrating Trauma** (as per card 27, code 4 response)

Tiered Response Criteria when the ambulance is not at the Clair Rd station:

1. **Breathing Problem** (as per card 7, code 4 response)
2. **Chest Pain / Heart Problem** (as per card 11, code 4 response)
3. **Convulsion / Seizure** (as per card 12, code 4 response)
4. **CVA Stroke** (as per card 29, code 4 response)
5. **Decreased Level of Consciousness / Unconscious** (as per card 30, code 4 response)
6. **Blunt Trauma / Assault** (as per card 28, code 4 response)

Puslinch Fire & Rescue Services also agrees to respond to any calls involving accidents on farms or at industrial establishments.

In addition to these initial Tiered Response criteria, Puslinch Fire & Rescue Services agrees to respond to any calls, including code 3 calls, where there will be a significant delay **(greater than 15 minutes)** in the arrival of the ambulance.

The Puslinch Fire & Rescue Services also agrees to respond to any calls where paramedics on a call request the assistance of Fire personnel.

Notes

- a. Guelph Wellington EMS will ask that Cambridge Central Ambulance Communications Centre to tier Puslinch Fire & Rescue Services within sixty (60) seconds of indication of a tierable call and committing the call to the CACC System (for all call types identified above).
- b. Cambridge CACC will not tier Puslinch Fire & Rescue Services to Nursing Homes, Medical Clinics, Medical Facilities or Retirement Homes where there is a Medical Doctor (MD), Registered Nurse (RN) or Registered Practical Nurse (RPN) on scene with access to oxygen.

NOTE: All Vital Sign Absent calls will be tiered regardless if there is a MD, RN or RPN on scene with access to oxygen.

- c. This agreement acknowledges that fire emergencies take priority over requests for tiered response, but the Puslinch Fire & Rescue Services may respond to the call types identified above if not already engaged and having acknowledged acceptance of the tiered call.
- d. During declared municipal or provincial emergencies, the emergency takes priority and this Memorandum of Understanding (MOU) may be amended as necessary.
- e. In the event of a conflict or the need to clarify issues arising from this MOU, the parties agree that they will first attempt to resolve such issues at an operational level. Failing which and for any other purposes regarding this MOU, the following individuals shall be the contacts for formal resolution:

Contact for EMS:
Stephen Dewar
Chief EMS, GW-EMS
City of Guelph Emergency Services

Contact for Puslinch Fire & Rescue Services:
Robert Gordon, Fire Chief , 519 821 3010, c 519 837 6090
Steve Goode, Deputy Chief, 519 821 3010, c 519 546 9029

- f. This MOU shall commence on the date signed by both parties and continue on an annual basis, renewed automatically unless terminated in writing effective thirty (30) days from the date of receipt of the official notice.

Puslinch Fire & Rescue Services:

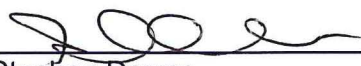


Fire Chief



Date

For Guelph Wellington Emergency Medical Service:



Stephen Dewar
Chief



Date

2012 New Tiered Response Agreement Information

The Central Ambulance Communications Centre uses a system called Dispatch Priority Card Index (DPCI) to prioritize calls in an objective manner. Although the system is computerized, it is based on a concept that originated with paper-based cards for each complaint, and in fact there are printed books that are the back-up system.

The first screen, or page, is the 'Primary Assessment' and has the communicator ask 'What is your emergency?' If the caller responds that the issue is something that is an obvious threat to someone's life - such as Not Breathing, Choking, Severe Shortness of Breath, Unconscious, - an ambulance is dispatched Code 4 (lights and siren) and Fire is tiered, assuming that there is a tiered response agreement. This is represented by bullet one of your criteria.

If the caller does not describe an immediate threat to life in the initial assessment, the communicator says 'Tell me what happened.' The communicator then switches to a screen (or flips to a card) that corresponds with the chief complaint that the caller describes.

The second bullet in your criteria, '**Burns/Electrocution/Inhalation**' refers the communicator to a card that has a series of questions that help to prioritize the call. If the complaint is **Burns**, the communicator is to ask "**Where on the Body?**" If the answer is to the face, torso or the whole of an extremity, the call is dispatched as a code 4 and, in your agreement, Fire is tiered. If the answer does not include any of these criteria (for instance, an isolated burn the hand), the communicator asks if the person's breathing is affected. If the answer is no to that, the call is dispatched as a code 3 (urgent but not life threatening), EMS does not use lights and siren to respond to the call and Fire is not tiered. The card also includes a question about hazards at the scene, so that if a fire or hazard exists, the appropriate service is notified (obviously Fire). This notification would occur anyway and it is technically outside of the medical protocol and tiered response agreement.

Each 'card' or screen has a series of questions that objectively identify if the patient's complaint requires an immediate response for a life-threatening emergency. For each of those complaints, Fire is only tiered for 'code 4 response' so as not to be sent to lower priority calls.

This system tends to overcall emergencies so that many calls are dispatched as a code 4 (and Fire is tiered, if it is in the agreement) arguably unnecessarily. For example, Card 6 is used for patients with Epistaxis (bleeding from the nose). The card appropriately indicates that for a patient who is bleeding from the nose who is short of breath, unconscious or with a decreased level of consciousness, the ambulance will be dispatched code 4. The card also indicates that an ambulance should be dispatched code 4 for any cases where the patient is greater than 70 years old or in any case where the patient looks pale. Through these criteria, there are many cases where paramedics respond code 4 and find patients that are quite stable. According to CACC there is no way to tier Fire to some of the criteria on card 6 but not all. In your case, Fire would not be tiered to these calls as our agreement does not include calls that are prioritized based on card 6. I believe that your agreement has a clause that allows paramedics, should

they arrive at this scene and find a critically ill or VSA patient, to request Fire assistance and Fire would be tiered at that time.

The specific criteria indicated in your agreement, based on the card system, includes:

Burns/Electrocution/Inhalation burns as described above, all electrocutions, all inhalations of a noxious substance

Near Drowning all calls where the patient is still in the water and or short of breath and or drowsy or confused and or injured.

Motorized Vehicle Collision all calls where seating is exposed (ie motorcycle), where a pedestrian has been struck, where the vehicles were traveling at greater than 50kmh, where a patient is trapped or ejected, where a patient is drowsy or confused, where a patient is injured around their head, neck or groin.

Penetrating Trauma where the injury is to the head, neck, trunk or groin, where the patient is drowsy or confused, where the patient is pale, grey or sweaty, or where the patient is actively bleeding. Remember that a penetrating trauma injury such as a gunshot or stabbing or an unconscious patient would have been dispatched by the primary assessment before reaching this card.

Tiered Response Criteria when an ambulance is not available within the Urban boundaries of The Township of Centre Wellington.

Breathing Problem patients who are short of breath, having chest pain, feeling drowsy or confused or look pale, grey or sweaty.

Chest Pain / Heart Problem patients who have current pain in the chest, upper abdomen, neck, jaw, arm or upper back, and or who are feeling short of breath, and or who look pale, grey or sweaty and or have a history of heart problems.

Convulsion / Seizure patients in active seizure or had a first-time seizure or who's breathing has changed

CVA Stroke patients with an onset of one-sided weakness or difficulty speaking or facial droop less than 2 hours ago, patients that are drowsy or confused or violent and dangerous.

Decreased Level of Consciousness / Unconscious all patients on this card

Blunt Trauma / Assault injuries involving the head, neck, trunk or groin, patients who are drowsy or confused, patients who look pale, grey or sweaty and patients that are actively bleeding.

I hope that this explains the card system and the references. Does this meet your needs?

Stephen Dewar, A/Chief, Guelph Wellington EMS
519-822 -1260 x 2805E stephen.dewar@guelph.ca



**PUSLINCH FIRE & RESCUE
POLICY
Policy # 1-101**

Section: 1 - Apparatus/Equipment
Subject: Weekly Vehicle Inspection and Maintenance

- Purpose:** This standard establishes a schedule for the inspection and maintenance of all apparatus and equipment owned by the Township of Puslinch. It ensures that emergency response vehicles are maintained in a constant state of readiness, safe and will not jeopardize the safety of other road users or the occupants of the fire apparatus. It implements a preventative maintenance schedule for all apparatus and establishes procedures for the weekly inspection of apparatus and equipment.
- Scope:** This policy is to be followed by all members of the Puslinch Fire and Rescue Service.
- Policy:** A “commercial motor vehicle inspection” for the purpose of Section 107 of the Highway Traffic Act and O. Reg. 1997/07 Commercial Motor Vehicle Inspections (made under the Highway Traffic Act) does not include fire apparatus. As such, the daily inspection requirements do not apply to fire department apparatus. Despite this exemption, the Township fire department apparatus and equipment shall be checked on a weekly basis

In order to accomplish this, the following rules shall apply:

1. Every week a Vehicle Inspection must be completed on every apparatus. The member completing the apparatus inspection must complete a Truck Check sheet and a Highway Traffic Act (HTA) Schedule 1 Vehicle Inspection Report.
2. All major (HTA Schedule 1 shaded red) and/or minor (HTA Schedule 1 shaded grey) safety defect(s) that are identified during the inspection shall be noted on the Vehicle Inspection Report and Truck Check sheet. The person that found the defect shall report the defect to the Captain immediately.
3. In the case of a major defect found (HTA Schedule 1 shaded red), the Captain shall contact the Fire Chief or the Deputy Chief. If the Captain is unable to contact a senior officer then the Captain shall call a service provider.
4. The apparatus shall be taken out of service if any major defects are found. Major defects are listed on the HTA Schedule 1 Vehicle Inspection Report shaded in red.
5. The on duty Captain shall review and sign all Truck Check sheets and Vehicle Inspection Reports.



**PUSLINCH FIRE & RESCUE
POLICY
Policy # 1-101**

Section: 1 - Apparatus/Equipment

Subject: Weekly Vehicle Inspection and Maintenance

6. All completed vehicle Truck Check sheets and Vehicle Inspection Reports are to be placed in the Deputy Chief's mail slot.
7. In accordance with the Township Records Retention By-law records relating to all vehicle Truck Check sheets and HTA Schedule 1 Vehicle Inspection Reports must be prepared, classified and retained.
8. Items such as oil change, filter change, greasing, brake adjustments, and other large items including, major or minor safety defects found during the inspection will be completed by a service provider. The shop repair order will be put in the truck file upon completion of the repair along with the HTA Schedule 1 Vehicle Inspection Reports identifying a major or minor safety defects.
9. The member performing the inspection shall correct the defects that are found provided that the member has the expertise, tools, and supplies to do so. The items corrected shall be recorded in the comments sections of the vehicle Truck Check Sheet.
10. Members shall attempt to clean apparatus inside and outside as needed. At a minimum apparatus shall be washed and cleaned inside and outside during weekly vehicle inspections.

It is the responsibility of the captain of the crew to make sure that all items on the list are as outlined.

All equipment located on vehicles must be checked and kept in operating condition.

All fire apparatus with a gross weight of 4500 kilograms must be inspected annually in accordance with O. Reg. 611 Safety Inspections, made under the Highway Traffic Act. The fire apparatus must display an inspection sticker as evidence of compliance with this requirement.

Inspections shall be conducted at a Motor Vehicle Inspection Station licensed by the Ministry of Transportation.

Puslinch Fire and Rescue members should continually monitor the vehicle during the course of the work to detect the presence of any major or minor defects.

Reference: Section 107 of the Highway Traffic Act and O. Reg. 1997/07 Commercial Motor Vehicle Inspections and Section 21 Guidance Note # 1-2

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 062/16

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Special meeting held on September 14, 2016.

WHEREAS by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its meeting held September 14, 2016 be confirmed and adopted by By-law;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF September, 2016.

Dennis Lever, Mayor

Karen Landry, C.A.O./Clerk