



AGENDA

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. APPROVAL OF MINUTES**
 1. Regular Meeting held Wednesday August 14, 2013
- 4. CLOSED MEETING**

None.
- 5. DELEGATIONS/PRESENTATIONS**

None.
- 6. REGULAR BUSINESS**
 1. Satellite Fire Station Concept Update
 2. Merged Computer Network
 3. Fireworks By-Law – Update regarding Public Meeting
 4. Preliminary review of the Draft Open Burning By-Law
 5. Fees Review
 6. Future Initiatives Update
 7. Response Activity Report – August 2013
 8. Budget review – August 2013
 9. Fire Fighters' Association Report
 10. Training Update
- 7. ADJOURNMENT**



MINUTES

MEMBERS PRESENT

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

TOWNSHIP STAFF

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

1. CALL TO ORDER

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

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. APPROVAL OF MINUTES

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

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

CARRIED

4. CLOSED MEETING

None.

5. DELEGATIONS/PRESENTATIONS

None.



6. REGULAR BUSINESS

1. Review Future Initiatives

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

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

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

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



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

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



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



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

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

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

3. Statistics to date – Satellite Fire Station Trial

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



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

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

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

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

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

THAT the following be received:

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

CARRIED

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

6. Budget review – May, June, July 2013

Moved by Wayne Stokley and Seconded by Bob Gordon

FIR-2013-007

THAT the following be received:

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

CARRIED



7. Washroom renovation status

Karen Landry updated the committee under the Future Initiatives Review.

8. Firefighters' Association Report

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

The volunteer conference was just held in Fergus.

9. Training Update

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

10. 2014 Meeting Schedule

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

Karen Landry advised that this will help members to plan.

7. **ADJOURNMENT**

The meeting adjourned at 2:44 pm.

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 54/2007

Being a By-Law to regulate the setting of open air fires, including establishing the times during which open air fires may be set in the Township of Puslinch

WHEREAS Council of the Corporation of the Township of Puslinch ("Council") is empowered under section 7.1(1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended, (the "FPPA") to pass by-laws regulating fire prevention, including the prevention of the spreading of fires;

AND WHEREAS Council is empowered under section 7.1(1) of the FPPA to pass by-laws regulating the setting of open air fires, including establishing the times during which open air fires may be set;

AND WHEREAS Council is empowered under section 128 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, to pass by-laws to prohibit and regulate public nuisances, including matters that, in the opinion of Council, are, or could become or cause public nuisances;

AND WHEREAS Council considers excessive smoke, smell, airborne sparks or embers to be or could become or cause public nuisances by creating negative health effects on neighbouring residents, increasing fire exposure hazards, infringing the enjoyment of the use of neighbouring properties and generating false fire alarms;

NOW THEREFORE, the Council of the Corporation of the Township of Puslinch ENACTS as follows:

PART 1 DEFINITIONS

1. In this By-Law,

"Cooking Fire" shall mean a small open air confined fire, supervised at all times, and used to cook food on a grill. Maximum size of 0.6 m x 0.6 m (2 feet x 2 feet) contained by a non – combustible material such as cement blocks, rocks, etc.

"Barbeque" shall mean appliances including hibachi, a structure designed and intended solely for the cooking of food in the open air, and other similar commercially manufactured devices designed and intended solely for the cooking of food in the open air, but does not include devices predominantly designed for personal warmth.

"Fire Chief" shall mean the Fire Chief of the Puslinch Fire and Rescue Services of the Corporation of the Township of Puslinch, or the Fire Chief designate.

"Firefighter" means the Fire Chief and any other person employed in, or appointed to, the Fire Department of the Corporation of the Township of Puslinch, and assigned to undertake fire protection services.

"Ground Cover" includes but is not limited to, leaves, grasses, weeds, tree needles or wood chips on the ground.

"Nuisance" as determined by the Fire Chief, Fire Chief or their designate, or By-Law, means excessive smoke, odour, airborne sparks or embers, and airborne particles of burnt materials that are likely to be a concern of others by, increasing fire exposure hazards, being adverse to public safety, and generating alarm activations.

“Open Air” means any open place, yard, field or construction area which is not enclosed by a building or structure.

“Open Air Burning” means a fire set in the Open Air

“Outdoor Fireplace” means a manufactured non-combustible enclosed container designed to hold a small fire for decorative purposes and the size of which is not larger than 1 meter in any direction.

“Owner” means the registered owner or any person, firm or corporation having control over, or possession, of any portion of the building or property under consideration and includes the persons in the building or property.

“Permit” shall mean a permit for open air burning, for which an application can be obtained from the Puslinch Township Office or the fire department for a specific period of time.

“Person” means an individual, business, a partnership, or a corporation.

“Smog Alert” means an alert issued by the Ministry of Environment with respect to air quality.

Part 2 ADMINISTRATION

2.1 The Fire Chief or their designate shall be responsible for the administration and enforcement of this By-Law.

2.2 The Fire Chief or their designate is authorized to order any person to extinguish any fire when there is a breach of any of the provisions of this bylaw, or where, in their judgement, there is a danger of such fire spreading and endangering life or property.

2.3 The Fire Chief or their designate may issue a total ban on Open Air Burning if dry conditions or drought make burning dangerous.

2.4 The Puslinch Fire and Rescue Service shall be exempt from the provisions of this By-Law with respect to Open Air Fires for the purpose of training, educating individuals, or for research purposes.

2.5 Any person wishing to engage in Open Air Burning shall fill out the required **Application for Setting Open Air Burning Permit** (outlined in schedule B of this By-Law), obtained from the Township or fire department, prior to setting of such fire, except when such burning meets the definition of a Cooking Fire, Barbeque, or Outdoor Fireplace. The applicant shall also pay the application fee of \$20.00 prior to approval. Permits are valid for a period of up to one calendar year

Part 3 ENVIRONMENT

3.1 All Open Air Burning shall comply with the provisions of the *Environmental Protection Act*, R.S.O. 1990, c.E.19, as amended.

3.2 No Open Air Burning shall be permitted when a Smog Alert has been issued for the forecast area of the County of Wellington which includes Puslinch Township.

PART 4 FIRES REQUIRING PERMITS

- 4.1 Except as provided in Part 5 and 6 of this By-law, no person shall set, maintain, or cause to be set or maintained, a fire in the Open Air unless a Permit has been issued by the Puslinch Township Office or the fire department.
- 4.2 Any person who has obtained a Permit for Open Air Burning shall observe the following precautions and times during which fires may be set:
- 4.2.1. Fire shall only be lit or ignited after 7:00am (07:00) and shall be extinguished by 9:00pm (21:00), unless an exemption is approved by the Fire Chief or their designate. In order to seek an exemption to this provision, persons must provide written request to the Fire Chief.
- 4.2.2. The fire shall not be planned, lit or ignited closer than 15 meters (50 feet) from any building, structure, hedge, fence, road or overhead wire or other combustible article.
- 4.2.3. The fire shall not be burned when the wind velocity exceeds 16 k.p.h. (10 m.p.h.).
- 4.2.4. The fire will not exceed an area of 1 meter x 1 meter (3 feet x 3 feet).
- 4.2.5. The stacked height of materials to be made available to be burned will not exceed 1 meter in height.
- 4.2.6. There must be a space free and clear of combustible material and combustible ground cover around the perimeter of such fire of a radius of at least 5 meters.
- 4.2.7. The appropriate extinguishing agents will be on-hand at all times during the preparation of the fire, while the fire is underway, and until the fire is fully and completely extinguished.
- 4.2.8. Persons under the age of 18 years of age are prohibited from lighting or igniting fires.
- 4.2.9. The fire must not in any way cause discomfort, danger, and/or nuisance for other residents. This shall include allowing smoke to enter into a neighbouring residence or building.
- 4.2.10 Only the following materials may be burned: wood, organic materials and paper products. Under no circumstances are paint, solvent, rubber (e.g. tires), wire (including coating), plastics, asphalt, shingles, toxic chemicals (e.g. pesticides), or materials that violate the regulations of the Ministry of the Environment to be burned, ignited or added to the fire at any time.
- 4.3 In issuing a Permit under this Part for Open Air Burning, the Fire Chief may impose any additional requirements or exempt any conditions under section 7 of this By-law as the Fire Chief considers necessary in the interest of public safety, or to minimize inconvenience to the general public, or advisable in the circumstances, or to give effect to the objects of this By-law.
- 4.4 The holder of a Permit issued under this Part shall:
- 4.4.1. maintain constant watch and control over the Open Air Burning from the time of the setting of the fire until the fire is totally extinguished; and
- 4.4.2. produce the Permit on demand to a Firefighter conducting an inspection of the Open Air Burning.

PART 5 OUTDOOR FIREPLACES

- 5.1 An Outdoor Fireplace may be operated without a Permit between 07:00 a.m. and 11 p.m. if:
- 5.1.1. it is located at a distance of not less than 10 meters (33 feet) between the fireplace and any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article;
 - 5.1.2. it is located on a non-combustible surface extending beyond the unit to a dimension equal to the height of the unit;
 - 5.1.3. it does not create a Nuisance;
 - 5.1.4. a portable fire extinguisher or operable garden hose is available while the unit is in operation; and
 - 5.1.5. the Owner maintains constant watch and control over the Outdoor Fireplace from the time of the setting of the fire until the fire is totally extinguished.

Part 6 COOKING FIRES

- 6.1 A person may set or cause to be set or maintained a Cooking Fire without obtaining a Permit between 07:00 a.m. and 11 p.m., provided that:
- 6.1.1. the fire is not more than 0.3 meters by 0.3 meters (1foot x 1foot) in size and not more than 0.3 meters (1 foot) in height;
 - 6.1.2. the fire is located at a distance of not less than 10 meters (33 feet) between the fire and any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article;
 - 6.1.3. the wind velocity is not greater than 16 kilometers (10 miles) per hour;
 - 6.1.4 there is no combustible ground cover within 5 meters (15 feet) of the fire;
 - 6.1.5. the fire does not create a Nuisance;
 - 6.1.6. a suitable means of extinguishment is available while the fire is burning; and
 - 6.1.7. the Owner maintains constant watch and control over the Cooking Fire from the time of the setting of the fire until the fire is totally extinguished.

PART 7 OFFENCE AND ENFORCEMENT

- 7.1 Any person who lights or ignites a fire in the open air, or allows or causes a fire to be lit in the open air is in violation of this By-Law shall, in addition to any applicable fine, pay the fee for the emergency service in accordance with the Township's User Fee and Charges By-Law for Fire Department Services and Rescue Operations, as established by by-law from time to time.
- 7.2 A person who is convicted of an offence under this by-law is liable to a fine and penalty as pursuant to the provisions of the *Provincial Offences Act*, R.S.O. 1990, c.P.33., as amended.

7.3 A Permit issued under this By-law may be revoked by the Fire Chief if the Permit holder fails to comply with the requirements of the Permit and/or any other provisions of this By-law.

7.4 A Firefighter may order a fire to be extinguished immediately if the fire:

7.4.1. is not set in compliance with this by-law; or

7.4.2. is determined upon inspection by the Firefighter to constitute a safety hazard or concern.

Part 8 Exceptions

8.1 The Fire Department shall be exempt from the provisions of this by-law for the purposes of educating and training.

8.2 In order to seek an exemption to the provisions of this by-law, persons must provide written request to the Fire Chief for his/her approval.

Part 9 VALIDITY

9.1 If a court of competent jurisdiction declares any provision or a part of a provision of this By-law to be invalid or to be of no force and effect, it is the intention of Council that the remainder of the By-law shall continue to be in force.

Part 10 SHORT TITLE

10.1 This By-law shall be known as the Open Air Burning By-Law.

Part 11 General Provisions

11.1 This By-law shall come into force upon the date of its passing and will thereupon repeal the Township of Puslinch By-Law 54/2007.

TOWNSHIP OF PUSLINCH REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

FIRE

TYPE OF REVENUE/USER	Unit/Descr	2013 RATE (NO TAX)	2014 RATES			% INCR	HST STATUS per previous Township bylaws	Milton	Guelph	Hamilton	Cambridge	Guelph/Eram osa	Erin	Centre Wellington
			RATES (NO TAX)	13% HST	RATE INCL HST									
Permit - Open Burning	Per Permit Per Year	\$ -	\$ 20.00	\$ -	\$ 20.00	100%	E	\$ 30.00	N/A	\$ 10.00	\$ 55.00	N/A	\$ 20.00	\$ 25.00
Burning Permit Violations or Unauthorized Open Air Burning (per truck response)	Per Truck Response/ hour	\$ 410.00	\$ 410.00	\$ -	\$ 410.00	0%	E	\$ 410.00	N/A	454.2/hr + 227.10 after hour/half hour	\$ 160.00	N/A	N/A	410/hr + 205 after hour/half hour
Fire extinguisher training	Per Person	\$ -	\$ 15.00	\$ -	\$ 15.00	0%	E		\$ 15.00	N/A	\$ 40.00	N/A	N/A	30.50 (inc. HST)
Permit- Sale of Fireworks	Per Permit	\$ -	\$ 100.00	\$ -	\$ 100.00	100%	E	\$ 81.00	N/A	181.99 (HST excl)- store or 363.72 (HST excl)-trailer	160 (regular)-245 (if fireworks are supplied more than 10 days before Canada Day and Victoria Day)	N/A	\$ 107.00	\$ 63.00
Permit - Discharge of Fireworks (High Hazard)	Per Permit	\$ -	\$ 200.00	\$ -	\$ 200.00	100%	E	\$ 46.00	N/A	N/A	\$ 160.00	N/A	\$ 107.00	\$ 63.00
Smoke Alarm	Per Alarm	\$ -	\$ -	\$ -	\$ -	0%	T	8.85 (excluding HST)	\$ 60.00	N/A	N/A	N/A	N/A	N/A
Information or fire reports regarding emergency incidents.	Per Report	\$ 60.00	\$ 75.00	\$ -	\$ 75.00	25%	E	81.42 (excluding HST)	N/A	36.42 (excl HST)	\$ 57.00	\$ 60.00	\$ 50.00	\$ 143.00
Compliance Letter	Per Request	\$ 60.00	\$ 75.00	\$ -	\$ 75.00	25%	E	\$ 73.00	N/A	32.75 (request for clearance/status letters) or 64.45 (file searches)	\$ 172.90	N/A	\$ 50.00	\$ 143.00
Inspection- Permit LCBO	Per Inspection	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	109.03 (per hour)	\$ 60.00	72.61 (patio) or 157.52 (indoor) - HST excl	126 (in fire)	\$ 125.00	\$ 53.50	\$ 143.00

TOWNSHIP OF PUSLINCH REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

Occupancy Load	Flat Fee	\$ 150.00	\$ 100.00	\$ -	\$ 100.00	-33%	E	N/A	N/A	N/A	N/A	N/A	N/A	\$ 128.50
Fire Route Applications	Per Application	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	N/A	N/A	218.19 (HST excl)	N/A	N/A	\$ 200.00	\$ 96.00
Boarding up or barricading plus materials	Per Hour	\$ 25.00	\$ 410.00	\$ -	\$ 410.00	1540%	E	N/A	N/A	N/A	N/A	N/A	N/A	410/hr + 205 after hour/half hour
Emergency responses to motor vehicle collisions, car fires, hazardous material spills, and train incidents on highways, County Roads (applicable to non-residents) and Township Roads (applicable to non-residents) as per the MTO rate plus any additional cleanup costs and materials.	Per Vehicle Per Hour	\$ 410.00	\$ 410.00	\$ -	\$ 410.00	0%	E	\$ 410.00	N/A	410/hr + 205 after hour/half hour	\$ 410.00	100% @ fault - 350, 50% @ fault = 175, 25% @ fault=87.5	N/A	410/hr + 205 after hour/half hour
Fire Alarm False Alarm Calls	A raise alarm call after the second false alarm in any calendar	\$ 410.00	\$ 410.00	\$ -	\$ 410.00	0%	E	410 (per occurrence)	300 (per occurrence)	4th response in a month or 6th response in a year - \$454 or non-notified testing = 649.60	1000 (flat rate per false alarm over two per month)	\$ 350.00	N/A	\$ 410.00
Post Fire Watch	Per Hour	\$ 25.00	\$ 410.00	\$ -	\$ 410.00	1540%	E	\$ 410.00	N/A	N/A	N/A	N/A	N/A	410/hr + 205 after hour/half hour
Key Boxes	Per Box	\$ 80.00	\$ 100.00	\$ -	\$ 100.00	25%	E	88.5 (excluding HST)	N/A	N/A	N/A	N/A	N/A	N/A
Daycare & Homeday Care Inspections	Per Inspection	\$ 75.00	\$ 100.00	\$ -	\$ 100.00	33%	E	109.03 (per hour excluding HST)	60 (per inspection)	145.53 (hst excl)	\$ 172.90	\$ 60.00	\$ 107.00	\$ 58.00

TOWNSHIP OF PUSLINCH REVIEW OF MUNICIPAL RATES AND SERVICE CHARGES
EFFECTIVE 2014

Fire Safety Plan Review	Per Plan	\$ -	\$ 120.00	\$ -	\$ 120.00	100%	E	existing 5000 USWG or less = 250 new/modified 5000 USWG or less=500 existing greater than 5000 USWG=2250 New/Modified greater than 5000 USWG=2500 if necessary to retain a 3rd party engineer or other firm=calculated at cost	N/A	N/A	N/A	\$ 125.00	N/A	Review of plan - 64.50/hour, providing a plan=384.50
Special Events - Requests for Attendance	Per Event	\$ -	\$ -	\$ -	\$ -	0%	E	\$ 410.00	1200 (1 fire truck, 1 officer, 3 firefighters for a minimum of 4 hours, each additional hour = 300 dollars)	N/A	125 (per firefighter per hour)	N/A	N/A	N/A

The fees below consist of any inspections completed by the fire department that is new, complaint driven, requested or mandated and will have the fees below applied:

Industrial/Commercial/Institutional/Assembly/Apartment	Base Inspection	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	0%	E	109.03 (per hour excluding HST)	60 (per inspection)	230.4-1453.94 (excl HST) - range depends on the size of the building	172.90 (up to 2 hours) and 54.20 any additional time	\$ 60.00	\$ 100.00	\$ 117.00
Industrial/Commercial/Institutional/Assembly/Apartment	Plus each tenant/occupant/apartment unit	\$ 25.00	\$ 25.00	\$ -	\$ 25.00	0%	E	N/A	N/A	230.4-1453.94 (excl HST) - range depends on the size of the building	172.90 (up to 2 hours) and 54.20 any additional time	\$ -	\$ 25.00	26.50 or 64.50 depending on if the square feet is > or < 10K
Tent or Marquee - where fire code inspection is mandated	Per Inspection	\$ 100.00	\$ 60.00	\$ -	\$ 60.00	-40%	E	109.03 (per hour excluding HST)	60 (per inspection)	N/A	\$ 172.90	\$ 30.00	\$ 50.00	\$ 84.50



Fire & Rescue Committee

Future Initiatives

P - Pending
 NA - Not Active
 C - Complete

TOPIC	DEPARTMENT	STATUS	COMMENTS
Strategic Fire Master Plan	Fire	P	Capital Budget 2014
Public Education	Fire	P	Operating Budget 2014. Annual Fire Reports to include information on Public Education that has occurred over the year. Eg. Attendance at school events
25 Year Replacement Plan	Fire	C	Capital Forecast Budget. Replacement Plan completed. (See attached Schedule "A")
Aerial Truck Justification Review	Fire	C	Aerial Truck is scheduled for replacement in 2016. The Township requested whether the City of Guelph was interested in responding using their aerial truck - the City of Guelph declined (See attached Schedule "B"- letter dated July 5/12). Background regarding justification (See attached Schedule "C")
Satellite Fire Station Concept	Fire	P	Trial being conducted May 2/13 to Oct 15/13. Staff to report back upon completion of the trial period.
Merged Computer Network	Admin/Fire	P	Quote requested from HLB. Project being funded from the Administration reserve. Work commenced.
Centralized Purchasing	Finance/Fire	P	This is a corporate wide initiative with implementation in 2014. Consider options available through County.
Development Charge Study	Finance	P	By-law to be passed by Council September 2, 2014. This will be a project to be led by Finance with input from all departments. Project scheduled to commence Feb 2014 to retain a consultant to complete the study.
Time Recording & Compensation Standardization	Finance/Fire	P	This is a corporate wide initiative to be led by Finance. Target completion date of January 1, 2014.
Rescue Boat Concept		NA	Determined not required at this time.
Website & Software Review	Admin/Finance	P	This is a corporate wide initiative. First step is the completion of Information Architecture Review which is scheduled for completion in December 2013. The purpose of the information architecture review is to develop a 2-3 year plan to address the information technology needs of the Township from a corporate perspective. The updating of the website has been targeted for completion July 2014.
Rural Water Accreditation	Fire	C	Certificate is attached as Schedule "D". The next water accreditation is in 5 years if required.
Incentive & Recognition Considerations	Fire	C & P	Currently, there is an incentive program through payroll where an individual attains higher fire classification status which results in compensation increase. Could be considered as part of the Strategic Fire Master Plan.



Fire & Rescue Committee

Future Initiatives

P - Pending
NA - Not Active
C - Complete

TOPIC	DEPARTMENT	STATUS	COMMENTS
Departmental Service Charges and Policy	Finance/Fire	P	The Township will coordinate an annual review of its Fee By-law by Council for October 2013.
Automatic Aid Agreements	Fire & Admin	P	Scheduled for review by the Fire & Rescue Committee meeting to be determined. Awaiting draft agreement from Guelph. Follow up email sent to Guelph July 31, 2013.
Washroom Renovations	Fire & Admin	P	On hold pending the completion of a study to assess and develop a corporate plan regarding the Municipal Complex.
Emergency Fire Reservoir Standards & Maintenance Policy	Fire	P	Currently standards are in place in the Ontario Building Code Act. Division B, 3.2.5.7 - different standards based on size and use.
Fireworks - Setting off & Sale By-law	Fire & Admin	P	Draft By-law to be reviewed by the Fire & Rescue Committee at its meeting to be held August 14, 2013. Public meeting set for November 6, 2013.
Open Burning By-law	Fire & Admin	P	Draft By-law to be reviewed by the Fire & Rescue Committee at its meeting to be held September 18, 2013. Requires further review by staff and will report back to Committee.

Puslinch Fire & Rescue Services

Response report for August 2013

<u>#</u>	<u>Date</u>	<u>Time</u>	<u>Information</u>
171	Aug 1	07:33	possible illegal burn visible from Victoria Rd, not found
172	Aug 1	17:14	tiered collision on Well Rd 32
173	Aug 2	11:23	truck on fire Hy 6 south, found truck overheated
174	Aug 3	19:32	tiered collision Puslinch Rd 20 north
175	Aug 5	14:04	tiered collision 401 W of Hy 6 south
176	Aug 7	15:52	residential fire alarm on Fox Run, faulty detector
177	Aug 7	18:25	grass fire near RR and Rd 25, found turbo burned on Engine
178	Aug 7	21:19	RR ties on fire along RR near Rd 20
179	Aug 9	17:33	truck smoking 401 W, west of Townline Rd, then cancelled
180	Aug 11	11:15	tiered collision 401 E of Hy 6 south
181	Aug 15	07:58	tractor trailer on top of median 401 E, leaking diesel fuel
182	Aug 15	15:04	tiered to person difficulty breathing on Hy 6 near 401
183	Aug 16	15:06	tiered collision 401 E, east of Hy 6 south
184	Aug 17	12:52	car fore 401 W at Well Rd 36, cancelled, is in Milton area
185	Aug 17	22:09	residential smoke alarm, no problems found
186	Aug 18	18:06	tiered collision 401 E, east of Hy 6 south
187	Aug 19	08:43	tiered to Mini Lakes for chest pains
188	Aug 20	07:26	tiered to 2 tractor trailer collision 401 E, west of Hy 6 south, extrication required
189	Aug 20	21:52	tractor trailer leaking fuel, 401 E of Hy 6 north
190	Aug 22	12:09	residential fire alarm on Bridal Path, was false alarm
191	Aug 24	02:36	tiered collision on Well Rd 35 at Gore Rd
192	Aug 25	12:47	tiered to Arkell Rd for female injured on walking train
193	Aug 28	00:17	tiered collision 401 W, found 401 E between 6's
194	Aug 28	09:04	tiered collision 401 E, at Hy 6 south, 4 vehicles involved
195	Aug 28	10:14	tiered to Mini Lakes, cancelled on arrival at scene

Total of 25 responses in August 2013

**Township of Puslinch
Departmental Budget vs Actual Expenses
August 2013**

Account	Fire	Curr Mnth Actual	Curr Mnth Budget	YTD Actual	YTD Budget	CurrTotal Budget
4000-4001	Wages	20,208.65	28,233.33	202,820.79	225,866.67	338,800.00
4100	Benefits	947.45	3,000.00	19,323.11	24,000.00	36,000.00
4200	Office Supplies & Equipment	241.66	833.33	1,801.63	6,666.67	10,000.00
4201	Hydro	1,010.16	416.67	3,008.63	3,333.33	5,000.00
4202	Heat	-	125.00	1,091.46	1,000.00	1,500.00
4203	Fuel	-	833.33	-	6,666.67	10,000.00
4204	Water Protection	-	20.83	12.72	166.67	250.00
4205	Equipment Maintenance & Supplies	8,541.33	3,166.67	25,168.69	25,333.33	38,000.00
4206	Oxygen & Medical Supplies	-	283.33	969.99	2,266.67	3,400.00
4207	Public Education	-	500.00	2,300.62	4,000.00	6,000.00
4215	Cleaning, Maint & Supplies for Bldg	175.23	541.67	1,492.52	4,333.33	6,500.00
4216	Kitchen Supplies	-	133.33	518.09	1,066.67	1,600.00
4220	Vehicle Maintenance	2,299.84	1,666.67	12,685.34	13,333.33	20,000.00
4301	Postage	-	4.17	-	33.33	50.00
4302	Communication - phone, fax, internet	287.85	1,666.67	20,527.51	13,333.33	20,000.00
4303	Legal Fees	-	166.67	-	1,333.33	2,000.00
4308	Mileage	192.72	666.67	4,776.30	5,333.33	8,000.00
4309	Seminars	215.00	791.67	5,568.08	6,333.33	9,500.00
4310	Training	219.98	791.67	887.57	6,333.33	9,500.00
4311	Membership Fees	-	116.67	1,418.93	933.33	1,400.00
4315	WSIB, Insurance	518.20	1,750.00	5,065.60	14,000.00	21,000.00
4316	Advertising	-	-	112.34	-	-
4319	Permits	-	8.33	-	66.67	100.00
4320	Contracts	915.84	866.67	7,028.33	6,933.33	10,400.00
4321	Clothing, Safety Allowance	452.48	2,083.33	9,676.36	16,666.67	25,000.00
5000	Trnsf to Capital Funds	-	7,250.00	(2,588.50)	58,000.00	87,000.00
5001	Trnsf to Reserves	-	4,166.67	50,000.00	33,333.33	50,000.00
	TOTALS	36,226.39	60,083.33	373,666.11	480,666.67	721,000.00