

THE CORPORATION OF THE TOWNSHIP OF HORTON  
**FIRE COMMITTEE**

June 11, 2014

There was a Meeting of the Fire Committee held in the Municipal Council Chambers on Wednesday June 11, 2014. Present was Chair Margaret Whyte and Mayor Don Eady. Staff present was Fire Chief Randy Corbin, Deputy Chief Allan Cole and Treasurer Jennifer Barr.

**1. CALL TO ORDER**

Chair Whyte called the meeting to order at 6:38 p.m.

**2. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest expressed by the members or the staff.

**3. MINUTES OF APRIL 15, 2014 COMMITTEE MEETING**

Chair Whyte reviewed the minutes which had been approved by council.

Mayor Eady noted that the Municipal Trade Show recently held in Arnprior was excellent. Our Public Works Manager has information on a new rust product the Fire Department may want to use to extend the life of their fleet.

**4. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA**

None.

**5. REVENUE/EXPENDITURE REPORT – JUNE 11, 2014**

Chair Whyte inquired about the Provincial fees. Chief Corbin that there are several outstanding claims and additional funds are to be received.

Moved by Randy Corbin, Seconded by Don Eady

**THAT** the Financial Statement dated June 11, 2014 be received.

**Carried.**

**6. RFP – SCBA'S**

Deputy Chief Cole gave an update on the SCBA purchase. The order has been placed and shipping is to be this week. Once delivered there will be extensive onsite training required prior to putting the new SCBA's in service. A recommendation will come forward to declare the old SCBA's surplus at that time.

**7. WSIB**

Mrs. Barr noted that Annual Benefit Coverage Level for the volunteer fire fighters has been increase to the legislative maximum which will have a 2014 budget impact of \$1,000.

Mrs. Barr also noted that the Province will be expanding current regulation to include six additional cancers presumed to be work-related for firefighters under the Workplace Safety and Insurance Act. Due to the pending election no further information is available at this time.

## 8. BOAT LAUNCH

Mayor Eady reviewed the Public Works Manager report on the **Boat Launch Pump House/Washroom building and the work that has taken** place to date. Mayor Eady questioned two privy toilets versus one Mayor Eady inquired about the remaining parts for the diesel pump that is to come from McNab/Braeside Township. Chief Cole advised the committee that the items are there but will require a large tandem or float plus a loader in order to transport due to the weight of the steel. Mayor Eady would like the two fire departments to coordinate transporting the balance of the parts for the pump. Mayor Eady questioned the thickness of the cement pad to support the pump. Chief Corbin believes 5" with rebar should suffice but will inquire about this and get back to Mrs. Barr.

Mayor Eady inquired about the cloudiness of the water and whether this will affect the equipment. Chief Corbin said no.

Mayor Eady then continued through the list of items requiring clarification as follows:

### **Washroom:**

Does the washroom need plumbing for running water in toilet? Does the washroom need a sink or just hand sanitizer? **No running water therefore will use hand sanitizer.**

Does the washroom need a window or skylight? **A small basement size window at the top of the wall at the end of the building for the washroom.**

Does the washroom need electricity for lights and/or heat? **A light in the washroom and a receptacle.**

Will the washroom be used in winter? **Closed after Thanksgiving weekend. A sign needs to be place on the washroom door at the end of each season.**

If heat required, how much insulation required (roof and walls)? **Roof R50, walls R20.**

Will a holding tank suffice, or does it need a septic system? **Holding Tank, pumped as required.**

Who will clean the washroom? **Public Works Staff when down doing the lawn work and garbage as well as the Recreation Programmer should check when picking up funds from the fee box. To be left unlocked.**

### **Diesel Pump Room:**

Does the room need to be heated so water does not freeze in the pump? **Yes.**

If heat required, how much insulation required (roof and walls)? **Roof R50, walls R20.**

Is the pump self-draining or does it need to be drained after each use? **Fire Dept. will look after draining of the pump.**

How will it be accessed, by single man-door, double man-door or overhead garage door (may change bldg. dimensions)? **Single man door adjacent to the washroom door and garage door at end of the building.**

How will Fire Department connect to pump, inside building directly to pump or external fitting on side of building? **Outside the building facing the parking lot. Fire Dept. will cut holes themselves or work with the contractor.**

Does the floor need to be reinforced to hold the weight of the pump?

**Answered above.**

How will the pump be exhausted? **Through an exhaust, muffler system which the Fire Dept. will look after.**

Who will maintain the pump? **Fire Dept.**

Where will diesel fuel be stored? **Stored in pump house. Fire Dept. will look after proper storage.**

Who will have access to the building? **Fire Dept., Public Works Dept. and the McNab/Braeside Dept. Would like to see use of a key pad door versus the standard key door.**

**General Building:**

What will the doors material be (metal or wood)? **Metal, swing out.**

What will the interior material be (metal or wood)? **Metal.**

What will the exterior material be (metal or wood)? **Metal.**

What will the roof material be (metal or wood)? **Metal.**

Are windows required? **Small basement, washroom end and back wall of pump house.**

Are skylights required? **No.**

Is venting required? **Answered above.**

Is insulation required on walls? **R20.**

Is insulation required on ceiling or roof? **R50.**

Is it going to have a ceiling or just a roof? **Ceiling.**

Since this is a municipal building there will be no building permit fee but an application is required to be completed.

Items still to be clarified.

- Excavation – tender or do we.
- Are the drawings for the building completed?
- Possibility of donated electrical work.
- Shortage of funds to complete the work. May need to use funds from the Fire Department operating budget.

Moved by Randy Corbin, Seconded by Allan Cole

**THAT** the Pump House/Washroom building be put out to tender with the option to break down the tender depending on the budget restraints and:

**THAT** the CAO and Building Inspector draft the tender specifications.  
**Carried.**

**9. FIRE WORKS BY-LAW 2014-35**

The Fire Department will require the office to notify them when permits are issued by the CAO.

**10. FIRE PERMITS**

Mrs. Barr noted to the Committee members that there has been an increase in the issuance of fire permits and that during the busiest months it takes up to 1.5 days of office staff time to issue the permits. This does include maintaining the fire permit registry. The Chief will look into this process and bring back recommendations.

**11. CANADA DAY**

Chair Whyte inquired as to what activities, if any, the department will be providing on Canada Day.

Chief Corbin noted that the department will be present in the same manner as in the past.

**12. FIRE CHIEF'S REPORT**

The primary inspections have been started for Vulnerable Occupancies as required.

2 calls in April – 1 grass fire, 1 Motor Vehicle Accident Hwy 17  
4 calls in May – 1 tree fire, 1 water rescue, 1 corn field fire, 1 Motor Vehicle Accident Hwy 17

Good response to the advertisement for Volunteer Fire Fighters, 10 received.

**13. OTHER BUSINESS**

Chair Whyte noted that McNab/Braeside will be hosting the Eastern Ontario Auto Extrication Symposium and is looking for teams. Deputy Chief Cole said they don't have a team but some members will be attending to observe.

**14. NEXT MEETING**

The Committee agreed that the next meeting will be called at a later date..

**15. ADJOURNMENT**

Moved by Randy Corbin, Seconded by Allan Cole.

**That** this Committee Meeting be adjourned at 8:35 p.m.

**Carried.**

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Chair, Margaret Whyte

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Treasurer, Jennifer Barr