

THE CORPORATION OF THE TOWNSHIP OF HORTON

**FIRE COMMITTEE MEETING**

June 25, 2008

There was a meeting of the Fire Committee held in the Horton Community Centre on Wednesday June 25, 2008. Present were Chair Dave Bennett, Mayor Robert A. Johnston, Councillor Bob Kingsbury, Fire Chief Randy Corbin and Deputy Fire Chief Rick Rougier.

1. CALL TO ORDER

The meeting was called to order at 7:10 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest.

3. MINUTES OF NOVEMBER 28, 2007

Chair Bennett reviewed the Minutes of November 28, 2007 Committee Meeting. He asked if the Laptop has been received and is operational – Chief Corbin said yes.

4. BUSINESS ARISING

Harvey House

It was confirmed that the Harvey House is no longer in business and that the building has been vacated.

Cost to Purchase Fire Equipment

Chief Corbin reported that the equipment that they were hoping to purchase at the end of December 2007, was only recently ordered and will come out of the 2008 Budget.

Smoke Alarm Policy – Fire Marshal's Survey

Chief Corbin will drop another draft copy off to the CAO/Clerk for presentation to Council.

5. ASSET MANAGEMENT – STATUS OF DEPARTMENT'S INVENTORY LISTING

Deputy Chief Rougier reported that the inventory report has been completed and they are working on costing.

6. BUDGET TO ACTUAL REPORT AS OF JUNE 25, 2008

The Committee reviewed the Budget to Actual. There was a question as to why only \$50,000 of reserve money was brought into the Budget when the budget for capital was \$60,000. The CAO/Clerk was authorized to review this situation.

Chair Bennett suggested there may be a need to use other funds to outfit the Fire Truck, that was recently purchased. The COA/Clerk noted that there was \$20,000 set up in expenditure budget to be put into reserves this year, so some of that could be redirected if Council approved.

Rick Rougier asked if there was any splitting of the hydro and heat costs due to the Municipal Infrastructure Manager using part of the Meeting Room Office? He was advised that there was no splitting of costs at this time.

Deputy Chief Rougier asked about the wages for the flooding of the rink by the Fire Fighters Association? Chair Bennett said he understood that most of the money will be donated back to the Community Centre for the Rink Change Room. Chief Corbin confirmed this, noting though that there was one firefighter who with his children did the bulk of the work and he wanted to pay his children.

Chair Bennett said that he understood that the balance of the \$3,000 remaining of the budget for rink maintenance and snow removal will be used by the Fire Association and

there was no allotment left over for the Public Work hours that were spent. Chief Corbin reported that the majority of the Fire Fighters support the decision to donate the Association money back to the Community Centre.

Councillor Kingsbury, chair of Recreation, supported this generosity of the Fire Association. A photo opportunity of this donation will be arranged.

7. DRAFT FIRE PREVENTION POLICY

The CAO/Clerk reported that on his review of the draft policy he noted that there is a section of fees for service and that the Township no longer has a Fee Schedule. In order to establish one a by-law will have to be passed.

Chief Corbin reported that from time to time the Fire Department is asked for inspections under the Fire Code and they should recover costs for this service. The Committee recommended that inspections be \$100 plus if any services are required, that the MTO Schedule of Fees for Highway Accidents and Fires be the fee. Deputy Chief Rougier will provide these fees. Chief Corbin reported that once the Fee By-law is passed it is incorporated into the Fire Prevention Policy he will forward the document to the Fire Marshall's Office.

8. INTER-AGENCY FIRE RESPONSE OPERATING GUIDELINES

The Committee reviewed Inter-Agency Fire Response Operating Guidelines from the Ministry of Natural Resources. Chief Corbin reported that this is a Guideline setting out who is responsible for costs and equipment in the event of a call-in to the MNR for Forest Fighting Assistance. We do not have an Agreement with MNR.

9. CHIEF CORBIN'S REPORT

Chief Corbin reported that the number of accidents that they are responding to are up. They did not have many grass fires this Spring. He recently had to purchase one new pager with rechargeable batteries and charger. The air bottles that are out of date are being replaced. The Tanker has been repaired and is back in service.

10. FIRE TANKER PURCHASE

Chair Bennett reported that he and Chief Corbin attended an auction on Saturday June 21, 2008 in which they were successful in purchasing one of the tankers they looked at last Fall, from the City of Ottawa for \$50,000 plus tax. This leaves \$5,500 from the \$60,000 Capital Budget to retrofit the truck. Items will be taken from the current tanker and put onto this new Tanker and then the old truck will be put on the market by tender and Auto Trader.

Chief Corbin said there will have to be training carried out to teach the firefighters to operate the different transmission that is in this Fire Truck. Chair Bennett said the truck needs to go for a Safety Inspection. Chief Corbin suggested Andy St Michael, who could put a plate on the truck and take it right to his place, no further towing would be required. Chief Corbin said there are also unforeseen costs that will have to come out of this Budget for travel time, float time and for staff time in checking the truck out on the 19th and travelling back to bid on June 21, 2008.

11. OTHER BUSINESS

Chair Bennett asked Chief Corbin where the Department stood on Pumper Relay status? Chief Corbin said this is still a possibility, however, they would require approximately eight trucks which would be seven from outside the Department. He noted that anyone outside the eight kilometer radius would not see any insurance benefit with this service. There is a \$500 application. We would have to coordinate this with the Fire Departments in McNab/Braeside, the Douglas Fire Department and Whitewater Region Township. Chief Corbin will bring this back to the next Committee Meeting.

12. JIM FERGUSON – EMERGENCY PREPAREDNESS REVIEW OF COUNTY PANDEMIC EXERCISE

Jim Ferguson, Community Emergency Management Coordinator for the Township attended the Fire Committee meeting to review the County Pandemic Exercise held June 18, 2008 in Petawawa.

1. Emergency Response Phone Numbers  
Mr. Ferguson asked if everyone had the updated list of response phone numbers? Chair Bennett said he had his. Other people said they would check.
2. Review of Time Line Handout  
Mr. Ferguson said that during the Exercise, David McMaster, of the Fire Department was the scribe and he has taken that information and retyped it into a handout. The Committee reviewed this handout.
3. Public Order Emergency Response Plan – Annex W in the Plan  
Mr. Ferguson explained that we do have a policy in our Emergency Plan for public disobedience and it can be declared by Council Members.
4. Exercise “Flew the Coop” Manual for the Volunteer Emergency Response Team as an Exercise.  
Mr. Ferguson said the Office Staff copied the Exercise Manual and he will give this to the VERG as a training exercise for them at their next meeting.
5. Color Forms - Good, Bad, Indifferent, Comments  
Mr. Ferguson noted that during the exercise forms had to be completed that were in different colors for different purposes. He asked if this was a good format to follow. The Committee agreed.
6. Six Hat Thinking  
Mr Ferguson said that there was an evaluation entitled Six Hat Thinking. He asked the Committee’s evaluation. All the Committee Members said that they did not understand the idea and at our table it was not carried out.
7. White Sheet Messages from Dispatch – Were they Detailed Enough?.  
Jim Ferguson noted that during the Exercise various other incidents were brought forward by the Facillator on these White Sheets to represent calls from Dispatch. The Committee felt that this was a good setup and the information was detailed enough.
8. Flew the Coop Exercise Manual  
Mr. Ferguson said he was concerned with the apparent waste of money, the Manual was printed on glossy fancy paper and was expensive. More money could have been spent on the exercise rather than on paper.
9. General Comments – What do you Think?  
Chair Bennett said that he has concerns with communication. We need to find better radio communications to talk between the departments. The Road Department needs to communicate to the Fire Department. The Fire Department needs to communicate with Emergency Management etc. He suggested that we need to have a “simplex” system which has 8 watts of power versus 2 watts of power that these little hand units have.

Chair Bennett said that the Public Works Superintendent needs to get a handle on who will replace his men on our equipment if they are sick, in an actual pandemic. Chief Corbin said there has been some discussion in the past about cross training operators. Chair Bennett suggested that this was a good idea. All Firefighters are licensed, this gives fourteen extra people to operate the equipment in the Public Works Department .

Jim Ferguson asked who would be responsible to organize this cross training? Chair Bennett said the Infrastructure Manager would coordinate this with the Fire Chief and the Public Works Superintendent.

Chair Bennett said there should be a voice recording to fall back on for our protection during an actual event. He suggested that a small tape recorder is all that is required. Jim Ferguson is to look into this.

Deputy Mayor Hall asked if one scribe was enough, as at times there appeared to be a back up of four notes waiting to be written up on the board. Chief Corbin said that was no trouble when we would write our comments for the scribe on a note rather than speaking to him directly.

Mr. Ferguson asked if this required one more person to keep track of the notes, as an assistant? The Committee agreed.

Councillor Kingsbury questioned the need for emergency vehicle fuel, if fuel supply was not available. Chair Bennett said that the Committee needs to find businesses who will have a supply on hand that we can use in an emergency. Mr. Ferguson said he has a request from Emergency Measures, Toronto to set out in our Plan an emergency fuel supply. It was suggested that Jeff Schruder, Infrastructure Manager should be part of the Committee as there would be part for him to play in an emergency.

Jim Ferguson commented that Andy Tait has some health issues lately but he has been extremely good to help and assist this Department. The CAO/Clerk was authorized to inform the Infrastructure Manager that he will be needed on the Emergency Committee. Mr. Ferguson noted that he will be part of a high level review of the Pandemic Exercise for the County in the near future.

Deputy Mayor Hall asked what the next activity for the Emergency Group will be? Mr. Ferguson said the Exhibition in October would be the next function. The Pandemic Exercise covered our need to have our own exercise this year, however, next year he would want to have our own exercise. Mr Ferguson added that he will take another course or two on Emergency Management.

Chair Bennett thanked Jim Ferguson for the preparation he has given to the Township, we were well prepared at this exercise.

13. NEXT MEETING

The Committee agreed to meet September 24, 2008 at the Community Centre at 7:00 p.m.

14. CONFIRMING RESOLUTION

Moved by Randy Corbin, seconded by Rick Rougier

That the Committee pass this confirming resolution to cover any actions or directions given during the open portion of this committee meeting which are minor in nature and which were not set out in By-law or Resolution.

**Carried.**

15. ADJOURNMENT

Moved by Bob Kingsbury, seconded by Jim Ferguson

That this Committee meeting be adjourned at 8:30 p.m.

**Carried.**