TOWNSHIP OF SOUTH ALGONQUIN
EMERGENCY SERVICES COMMITTEE MEETING – MINUTES

On Thursday, July 11, 2019 the Emergency Services Committee held a meeting.

Council Present:
Mayor Dumas, Chair
Councillor Sandra Collins
Councillor Joe Florent
Councillor Dave Harper
Councillor Bongo Mike Kalimin
Councillor Richard Shalla
Councillor Joey Vermaire

Township Staff Present:
Holly Hayes, CAO/Clerk Treasurer
Tracy Cannon, CEMC Alternate/ Planning & Building Administrator, *Recording Secretary*
Aurel Thom, Fire Chief Madawaska Hall
John Stubbs, Fire Chief Whitney Hall

Guests: Tawnya Roberts, Program Specialist Inspection and Enforcement Unit, Office of the Fire Marshal and Emergency Management Ministry of Solicitor General

Chair of the Emergency Services Committee, Mayor Dumas called the meeting to order at 6:07 p.m.

ADDITIONS/AMENDMENTS TO THE AGENDA:
New Business: History of the South Algonquin Fire Departments

ADOPTION OF THE AGENDA
Moved by: D. Harper   **Seconded by: R. Shalla**
To adopt the agenda as prepared for the Emergency Services Committee meeting of Thursday, July 11, 2019 as circulated and amended.

Round table introductions.

DISCLOSURE OF PECUNIARY INTEREST: None declared

NEW BUSINESS:
- Councillor Florent verbally provided the Committee with the history on the establishment of the South Algonquin Fire Department and the appointments of Fire Chiefs. The history dated back to 1973 when the former township of Airy first advertised for members to the current structure.

- Reviewed and discussed the Establishment and Regulate By-Law 14-452 and the action items listed in Holly Hayes written report; Key points raised during the discussion were; by-law needs to be updated to clearly define and clarify the types of fire protection services the township provides within its boundaries and to what level. Investigate and establish what neighbouring agencies provide medical responses. Any other services provided outside of the township needs to be implemented through agreements and separate by-laws that articulates what services the township will do and not do. Tawnya Roberts will provide Holly Hayes with some sample wording/template that will help articulate and define services.

- Discussed the use of other emergency equipment, such as for example the snowmobile and sleigh. The township is not mandated to act as patient transport, however if council decides that the service will be available standard operating procedures, and training policies need to be in place and use of that equipment should cease until they are. Tawnya Roberts emphasized that if equipment is being utilized for emergency services it needs to be clearly defined of when and how it is being used, regular training for operators, and regular maintenance schedules that outlines equipment is running efficiently and safe to use for the public. All capital equipment must also be included in the Township Asset Management Plan and be included in the Standard Operational Guidelines.

- Tawnya Roberts provided clarification regarding the Good Samaritan Act and the misconception that it will protect volunteer members in the event of an issue. The Act is essentially for a person who comes upon an accident and does their best to assist. It does not cover volunteer members that are under municipalities. Theses member are however covered under the Fire Protection Act as long as due diligence has been demonstrated. The township is not covered under this Act and needs to be defendable if an issue should arise.

- Discussion regarding extrication agreements. The township does not have extrication agreements. There is no 'agreement' for the MTO highway right of way and the Township can invoice for

areas within the Township, however in accordance with the Fire Protection Act we should have agreements to respond outside of the Township (Highway 60 within Algonquin Park) Holly Hayes will research further.

- Discussion regarding the recommendation to hire a part-time Fire Chief. The regulations and reporting requirements for Fire Chiefs are becoming difficult for volunteer Fire Chiefs. Tawyna Roberts provided the Committee with good information on what other municipalities are doing and some of their challenges, cost sharing, legislative requirements, time required to conduct fire prevention inspections and fire prevention programs, and the importance of the implementation and delivery of fire protection programs. Holly Hayes will provide Council with more information on a Permanent Part-Time Fire Chief.

- Discussion continued regarding the proposed structure for the fire departments if a Part Time Fire Chief was hired; two Deputy-Fire Chief, one Captain. There was a concern of having only one Captain per firehall when members are on scene. As per the Ministry of Labour the first person on scene can act as a supervisor and incident commander until another member or senior officer arrives. This is information that should be clearly defined within the by-law. This eliminates the need for Organizational Charts and provides flexibility, the Operational Guidelines will cover the gaps.

- Discussion regarding the snowmobile trailer purchased by the Whitney Fire Hall Association. Standard Operational Guidelines and a maintenance schedule needs to be implemented prior to usage. Holly Hayes will put the trailer in the Township's name and the usage of the unit will be suspended until proper procedures for the snowmobile and trailer have been established. It was also agreed that the Fire Department will not purchase equipment, that requires Municipal budget or maintenance without approval from Council.

- Associations can fundraise, however The Whitney Firemen's Association and the Madwaska Fire Auxiliary that are agencies of the township cannot fundraise capital items without the proper accounting and accountability procedures. Donations from not-for-profit community groups are welcomed.

To adjourn the Emergency Services Committee meeting of July 11, 2019 at 8:25 p.m.

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Mayor Jane A.E. Dumas   Tracy Cannon, Planning & Building Administrator
Emergency Services Committee Chairperson   Recording Secretary