



AGENDA
MULMUR-MELANCTHON FIRE BOARD
Tuesday, January 19, 2021 at 7:00 p.m.
ELECTRONIC

This meeting is being conducted by means of Electronic Participation by a majority of board members, as permitted by Section 238 (3.3) of the Municipal Act, 2001, as amended.

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Page # 1. Call to Order

2. Appointment of the Chair, Vice-Chair and Secretary

3. Declaration of Pecuniary Interest

4. Approval of the Agenda

Recommendation: THAT the January 19, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

4 **5. Approval of Previous Meeting's Minutes – December 14, 2020**

Recommendation: THAT the Minutes of the Mulmur-Melancthon Fire Board dated December 14, 2020 be approved as copied and circulated.

7 **6. Finance**

a) Accounts

Recommendation: THAT the operating accounts as presented in the amount of \$6,579.86 be approved.

7. Old/New Business

a) Delegation – Mike Swidersky and Aldouse Cole

Re: Fire Call Invoice Fees

Recommendation: THAT delegation from Mike Swidersky and Aldouse Cole regarding fire call fee invoice dated October 1, 2020 be received;

AND THAT the request be brought back to the Township of Melancthon Council for further direction.

b) Appreciation Dinner – Discussion Item

Recommendation: THAT delegation Appreciation Dinner was discussed.

8 **c) Year-to-Date Fire Call Report**

Recommendation: THAT the Fire Board receive the Year-to-Date Fire Call Report dated December 31, 2020

d) Replacement of Station Pump System (Verbal)

8. Correspondence

11 **a) Fire Marshal's Communiqué 2020-18**

Re: Staffing Levels and Firefighter Safety

Recommendation: THAT the correspondence items were received.

9. Closed Session

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

Recommendation: THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at _____p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees; and approval of past closed meeting minutes and approval of December 14, 2020 Closed Session Minutes.

Recommendation: THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at _____p.m. and return to the regular meeting.

10. Adjournment

THAT we do now adjourn at _____ pm to meet again on March 16, 2021 at 7:00 pm or at the call of the Chair.



**MINUTES
MULMUR-MELANCTHON FIRE BOARD
Monday, December 14, 2020 at 2:00 p.m.
ELECTRONIC**

Present: Earl Hawkins, Chair – Mulmur Township
Ken Cufaro – Mulmur Township
David Besley, Vice Chair – Melancthon Township
Fire Chief Scott Davision
Deputy Chief Matt Waterfield
Heather Boston, Secretary/Treasurer

Absent: Darren White

1. Call to Order

Chair Hawkins called the meeting to order at 2:12 p.m.

2. Declaration of Pecuniary Interest

Chair Hawkins stated that if any member of the Board had a disclosure of pecuniary interest, they could declare the nature thereof now or at any time during the meeting.

No Declarations of Pecuniary interest were stated at this time.

3. Approval of the Agenda

Moved by: Cufaro/Besley

THAT the December 14, 2020 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED

4. Approval of Previous Meeting's Minutes – November 17, 2020

Moved by: Besley/Cufaro

THAT the Minutes of the Mulmur-Melancthon Fire Board dated November 17, 2020 be approved as copied and circulated.

CARRIED

5. Finance

a) Accounts

Moved by: Besley and Seconded by: Cufaro

THAT the operating accounts as presented in the amount of \$7,125.13 be approved

CARRIED.

Moved by: Besley/Cufaro

THAT the Board rescind the resolution authorizes all accounts be paid, up to and including December 31, 2020 as passed at the November 17, 2020 meeting.

CARRIED.

6. Old/New Business

a) Costs to Increase Staffing Levels

Moved by: Besley/Cufaro

THAT the Board approve the hiring of four additional firefighters.

CARRIED.

7. Closed Session

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

Moved by: Cufaro/Besley

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 2:45 p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees; and approval of past closed meeting minutes of November 17, 2020 Closed Session Minutes.

CARRIED

Moved by: Cufaro/Besley

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 4:16 p.m. and return to the regular meeting.

CARRIED

Moved by: Cufaro/Besley

THAT the Board increase the Fire Chief's salary per the closed session approved salary grid effective January 1, 2021.

Moved by: Besley/Cufaro

THAT the Board approve offering on-duty and off-duty coverage for all firefighters at the cost to the Board;

AND THAT off-duty family coverage may be selected at the cost of the firefighter.

CARRIED.

Moved by: Cufaro/Besley

THAT the Board approve the reimbursement of 24 hours of wages at \$23/hr for the firefighter that missed work due to a COVID related incident.

CARRIED.

8. Adjournment

Moved by: Cufaro/Besley

THAT we do now adjourn at 4:24 p.m. to meet again on January 19, 2021 or at the call of the Chair.

CARRIED.

Chair

Secretary

Accounts Payable

AP Listing Dec 10-31

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 12/31/2020 Paid Invoices Cheque Date 12/10/2020 to 12/31/2020

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000025 TORONTO DOMINION VISA (HI December 7, 2020		MTO STATEMENTS	000323	12/07/2020	12/31/2020	51.62
		02-1094-5145 MTO STATEMENTS				56.00
		02-1094-5146 ANNUAL CASH BACK CREDIT				-4.38
000051 TORONTO DOMINION VISA (SI December 7, 2020		25 DEGREE SPRAY NOZZLE	000325	12/07/2020	12/31/2020	6.84
		02-1094-5115 25 DEGREE SPRAY NOZZLE				11.29
		02-1094-5146 ANNUAL CASH BACK CREDIT				-4.45
000052 TORONTO DOMINION VISA (M December 7, 2020		VISA	000324	12/07/2020	12/31/2020	24.36
		02-1094-5121 VISA				52.98
		02-1094-5146 ANNUAL CASH BACK CREDIT				-28.62
001363 HYDRO ONE NETWORKS INC. December 9, 2020		DECEMBER 2020 HYDRO	000322	12/09/2020	12/31/2020	466.69
		02-1094-5117 DECEMBER 2020 HYDRO				466.69
090441 TOWNSHIP OF MULMUR 035428		FIRE FUEL FROM PW	000321	12/09/2020	12/18/2020	330.70
		02-1094-5112 FIRE FUEL FROM PW				330.70
090883 SPARLINGS PROPANE CO. LT 88725061978801		PROPANE	000874	12/09/2020	12/18/2020	1,066.74
		02-1094-5124 PROPANE				1,066.74
090994 TELIZON INC. 03500520201213		ACCT#35005 - FIRE DECEMBER	000875	12/13/2020	12/18/2020	115.16
		02-1094-5120 ACCT#35005 - FIRE DECEMBER				115.16
091167 RURAL RESCUE FIRST AID TR1795		STANDARD FIRST AID CERT	000873	10/12/2020	12/18/2020	1,887.78
		02-1094-5118 STANDARD FIRST AID CERT				1,887.78
091184 CARRIER CENTERS 05S504613		SQUAD 44 REPAIRS	000872	12/16/2020	12/18/2020	1,557.32
		02-1094-5164 SQUAD 44 REPAIRS				1,557.32
091184 CARRIER CENTERS 05S504612		PUMPER 41 REPAIRS	000872	12/16/2020	12/18/2020	1,072.65
		02-1094-5161 PUMPER 41 REPAIRS				1,072.65
Unpaid Invoices						0.00
Paid Invoices						6,579.86
Invoices Total						6,579.86
Selected G/L Account Total						6,579.86

20-045	Mulmur	7/26/2020	Medical	14:03	14:40
20-046	Mulmur	8/9/2020	Trail Rescue	13:33	14:34
20-047	Melancthon	8/9/2020	MVC	14:34	15:34
20-048	Mulmur	8/10/2020	MVC	10:08	11:00
20-049	Melancthon	8/12/2020	Mutual Aid Shelburne	8:08	8:26
20-050	Melancthon	8/13/2020	Medical	17:39	18:19
20-051	Melancthon	8/17/2020	Power lines down	13:08	14:53
20-052	Mulmur	8/27/2020	Medical	7:56	8:30
20-053	Mulmur	8/30/2020	MVC	11:19	15:17
20-054	Mulmur	8/30/2020	MVC	14:03	15:03
20-055	Melancthon	8/31/2020	MVC	11:25	13:14
20-056	Mulmur	9/24/2020	Fire Alarm	17:13	17:29
20-057	Melancthon	9/25/2020	Mutual aid	13:14	14:32
20-058	Mulmur	9/27/2020	MVC	17:14	18:14
20-059	Mulmur	9/28/2020	Fire Alarm	9:19	9:20
20-060	Mulmur	9/30/2020	Power lines down	20:12	21:13

20-061	Mulmur	10/2/2020	MVC	12:05	12:53
20-062	Mulmur	10/5/2020	Structure fire	4:22	10:10
20-063	Mulmur	10/7/2020	Fire Alarm	23:18	23:47
20-064	Mulmur	10/14/2020	MVC	12:22	13:02
20-065	Mulmur	10/19/2020	Fire Alarm	2:17	3:05
20-066	Melancthon	10/29/2020	Burn Complaint	15:07	16:02
20-067	Mulmur	10/30/2020	Structure Fire	19:44	21:14
20-068	Melancthon	11/2/2020	Fire Alarm	10:12	10:33
20-069	Mulmur	11/2/2020	Power lines down	23:55	1:36
20-070	Adjala-Tos	11/19/2020	Mutual aid	6:30	6:35
20-071	Mulmur	11/22/2020	MVC	17:17	20:17
20-072	Mulmur	11/23/2020	CO alarm	6:21	8:36
20-073	Mulmur	11/25/2020	Fire alarm	17:32	18:24
20-074	Melancthon	12/1/2020	Vehicle fire	11:24	13:20

20-075	Melancthon	12/10/2020	Mutual aid	12:22	16:00
20-076	Mulmur	12/11/2020	CO alarm	17:01	17:45
20-077	Mulmur	12/15/2020	Structure fire	18:48	20:50
20-078	Mulmur	12/25/2020	MVC	18:49	20:17
20-079	Melancthon	12/28/2020	MVC	14:59	15:30

Fire Marshal's

COMMUNIQUÉ

du commissaire des incendies

Staffing Levels and Firefighter Safety

Communiqué 2020-18

October 6, 2020

The Office of the Fire Marshal (OFM) is aware of the Interest Arbitration decision involving the City of Greater Sudbury dated August 31, 2020ⁱ. In light of the discussions arising as a result of the decision, I have determined that it is appropriate to provide an interpretation of the *Fire Protection and Prevention Act, 1997* ("the Act")ⁱⁱ. These considerations are made in accordance with my Order in Council and fully based on the powers, duties, and responsibilities as set out in the Act. I provide the following information for municipal consideration, as applicable.

The intent of the Act is to establish minimum mandatory service levels with respect to public education and fire prevention, as well as to provide municipal council the authority to determine, based on community needs and circumstances, a desired level of fire protection services beyond the minimum requirements and including emergency response capabilities. As set out in legislation, a fire chief is the person who is ultimately responsible to their municipal council for the delivery of fire protection services. Municipal council sets or amends the fire protection service levels within their respective municipality. The establishment of fire protection service levels for emergency response within a municipality is the legislative responsibility and prerogative of municipal council, informed by the advice and guidance of the fire chief. The OFM has the authority to monitor, review and advise municipalities respecting the provision of fire protection services and to make recommendations to municipal councils for improving the efficiency and effectiveness of those services.

In 2018, Ontario enacted the Community Risk Assessment, a regulation under the Act (O. Reg 378/18)ⁱⁱⁱ. A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services. Municipalities set the level of service and delivery methods based on their needs and circumstances as informed by the community risk assessment, in consideration of the advice and guidance of the fire chief.

Fire departments are required to respond to numerous types of emergency calls, including (but not limited to), motor vehicle collisions, medical emergencies, rescue, hazardous materials and other technical operations and fire suppression. In terms of appropriate staffing levels on first arriving vehicles, consideration must be given to the following:

- Standard Operating Guidelines/Procedures (SOG/Ps) must be in place and enforced to align with the fire protection services provided under the Establishing and Regulating By-law. These should address, among other things, the issue of firefighter safety.
- Within the SOG/Ps, the discretion of trained and competent Incident Commanders must be empowered and supported to make on-scene decisions based on the specifics of the incident.
- All firefighters must be trained to comply with the SOG/Ps and the direction of the Incident Commander.
- An initial response, with four or more firefighters represents a self-sufficient unit able to perform a substantial number of tasks required at an emergency response without additional resources. Anything less than four firefighters typically requires staffing levels to be augmented to safely perform all required functions based on circumstances.
- Deployment models of fewer than 4 staff members on an initial response apparatus is not necessarily a firefighter safety concern, however actions/capabilities and tasks they can perform will be limited. Local deployment models and procedures are required to establish adequate resources to safely provide fire protection services as set out by the municipal Establishing & Regulating By-law. Therefore, the simultaneous arrival of four firefighters on one apparatus is not required under the Act, regardless of full-time, volunteer or part-time.
- In the case of fire suppression calls, initial crews of less than four firefighters should not attempt interior suppression or rescue operations except in very limited circumstances (such as a victim collapsed in close proximity to a window or exterior doorway, or where the fire is confined to a very small, readily accessible area).

While the council of each municipality is responsible for establishing their respective fire protection service levels, as the employer, they must ensure that employees (under the direction of the fire chief) are provided with SOG/Ps, equipment and training to safely carry out the mandated duties. Council decides if these services are to be delivered by volunteer, composite or full-time departments.

Therefore, in my opinion and considering all of the above factors, the decision to set, alter or adjust fire protection service levels in any municipality lies with the council of that municipality, in consideration of advice and guidance provided by the fire chief.

The OFM remains available to provide advice and assistance to municipal council and fire chiefs, through your local fire protection adviser.

Endnotes

ⁱ **Interest Arbitration** - The City of Greater Sudbury and the Sudbury Professional Fire Fighters Association Local 527, International Association of Fire Fighters and Ontario Volunteer Firefighters Association, Christian Labour Association of Canada Local 92. Re: Val Therese Staffing Issue

ⁱⁱ **Fire Protection and Prevention Act, 1997**

Definitions

1 (1) In this Act,

"fire chief" means a fire chief appointed under subsection 6 (1), (2) or (4); ("chef des pompiers") "fire department" means a group of firefighters authorized to provide fire protection services by a municipality, group of municipalities or by an agreement made under section 3; ("service d'incendie") "firefighter" means a fire chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes a volunteer firefighter; ("pompier") "Fire Marshal" means the Fire Marshal appointed under subsection 8 (1); ("commissaire des incendies") "fire protection services" includes,

- (a) fire suppression, fire prevention and fire safety education,
- (b) mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and safety education related to the presence of those levels,
- (c) rescue and emergency services,
- (d) communication in respect of anything described in clauses (a) to (c),
- (e) training of persons involved in providing anything described in clauses (a) to (d), and
- (f) the delivery of any service described in clauses (a) to (e); ("services de protection contre les incendies")

Municipal responsibilities

2 (1) Every municipality shall,

- (a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
- (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

Services to be provided

- (3) In determining the form and content of the program that it must offer under clause (1) (a) and the other fire protection services that it may offer under clause (1) (b), a municipality may seek the advice of the Fire Marshal.

Fire chief, municipalities

6 (1) If a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department.

Responsibility to council

(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

Appointment of Fire Marshal

8 (1) There shall be a Fire Marshal who shall be appointed by the Lieutenant Governor in Council.

Powers of Fire Marshal

9 (1) The Fire Marshal has the power,

(a) to monitor, review and advise municipalities respecting the provision of fire protection services and to make recommendations to municipal councils for improving the efficiency and effectiveness of those services;

(c) to advise and assist ministries and agencies of government respecting fire protection services and related matters;

Duties of Fire Marshal

(2) It is the duty of the Fire Marshal,

(b) to advise municipalities in the interpretation and enforcement of this Act and the regulations;

iii O. Reg. 378/18 Community Risk Assessments
