



**MUNICIPALITY OF EAST FERRIS  
MINUTES OF THE FIRE AND EMERGENCY SERVICES COMMITTEE  
March 14<sup>th</sup>, 2019 AT 2:00 P.M.**

1. Called to order – Meeting was called to order at 2:00 p.m.
2. Approval of the agenda – The agenda was approved by the Committee
3. Declaration of Conflict of Interest/Pecuniary Interest – None for this session
4. Correspondence and Information:  
Items of discussion as prepared by Chief Loeffen
  - Fire Chief Loeffen circulated to the Committee the “East Ferris Fire Department Service Provision and Risk Analysis (a copy of which is attached). Good discussion regarding the Chief’s hand-out.
  - The hand-out document provided by the Chief identifies:
    - risks and hazards, core services along with services that are not provided by the department;
    - Fire Prevention and Public Education;
    - Fire Administration;
    - Communications/Resources Centre;
    - Training and Education;
    - Maintenance;
    - Support Services; and
    - Considerations for the services provision. The Fire Chief is working on getting “Superior Tanker Shuttle Certified”. This would be a cost savings to the residents of the municipality with their home insurance provider. Insurance company are now asking the residents if their fire department is “Superior Tanker Shuttle Certified”. For personal lines insurance, the fire department must be able to deliver a flow rate of not less than 950 LPM (200 IGPM) within 5 minutes of arriving at the test site with the first major piece of apparatus (wheel stop). Chief is working out the details.
  - Within the next few months, the Fire Department By-laws will be reviewed and be presented to Council for approval. By-laws to be reviewed:
    - By-law No. 2010-38 – Establishing and Regulating a Fire Department
    - By-law No. 1832 – Open Air Burning
    - By-law No. 2044 – Fire Prevention and Public Education Program
    - By-law No. 1210 – Participate in the Nipissing/East Parry Sound District Mutual Aid
  - Fire Master Plan - CAO and Chief will be looking into the cost of consultants for the provisions of the Plan. Possibility to be implemented in the Fire Department Budget.
5. Other Business – None for this session
6. Adjournment - Adjourned at 3:35 p.m.

**EAST FERRIS FIRE DEPARTMENT SERVICE PROVISION  
AND RISK ANALYSIS**

The East Ferris Fire Department currently provides emergency and public services that are identified in the Establishing and Regulating By-law 2010-38, Open Air Burning By-Law # 1832 and Fire Prevention and Public Education Program By-Law # 2044. We also participate in the Nipissing/East Parry Sound District Mutual Aid By-Law # 1210 (1975).

The core services, risk assessment, agreements and By-Laws need to be reviewed to properly align with the public's expectations and Council's level of service they are willing to provide including acceptable risk for services not provided. The By-Law needs to identify *what is* and *is not* provided by the Municipality. The department budget is affected with service provision through the purchase and maintenance of required equipment and training.

There are several factors to consider when determining the level of service being provided including but not limited to; cost, risk, hazard, probability and impact of/if an incident was to occur, automatic aid agreements and shared services. To train and maintain response capabilities, governing regulations, available personnel, probability of an incident, location, possible impact due to number of people affected or property loss, are all factors when establishing services.

The Municipality has a variety of Assembly Occupancies as defined in the Building and Fire Code and each has the potential of financial, employment and environmental impact in the event of an incident such as fire, collapse or environmental situations including run off.

**Occupancy Categories and sub category:**

Table 3.1.2.1

Column 1	Column 2	Column 3
Group	Division	Description of <i>Major Occupancies</i>
A	1	<i>Assembly occupancies</i> intended for the production and viewing of the performing arts
A	2	<i>Assembly occupancies</i> not elsewhere classified in Group A
A	3	<i>Assembly occupancies</i> of the arena type
A	4	<i>Assembly occupancies</i> in which occupants are gathered in the open air
B	1	<i>Detention occupancies</i>
B	2	<i>Care and treatment occupancies</i>
B	3	<i>Care occupancies</i>
C	---	<i>Residential occupancies</i>
D	---	<i>Business and personal services occupancies</i>

E	---	<i>Mercantile occupancies</i>
F	1	<i>High hazard industrial occupancies</i>
F	2	<i>Medium hazard industrial occupancies</i>
F	3	<i>Low hazard industrial occupancies</i>

*Major occupancy* means the principal *occupancy* for which a *building* or part of a *building* is used or intended to be used, and is deemed to include the subsidiary *occupancies* that are an integral part of the principal *occupancy*. The *major occupancy* classifications used in this Code are as follows:

- (a) Group A, Division 1 - *Assembly occupancies* intended for the production and viewing of the performing arts,
- (b) Group A, Division 2 - *Assembly occupancies* not elsewhere classified in Group A,
- (c) Group A, Division 3 - *Assembly occupancies* of the arena type,
- (d) Group A, Division 4 - *Assembly occupancies* in which occupants are gathered in the open air,
- (e) Group B, Division 1 - *Detention occupancies*,
- (f) Group B, Division 2 - *Care and treatment occupancies*,
- (g) Group B, Division 3 - *Care occupancies*,
- (h) Group C - *Residential occupancies*,
- (i) Group D - *Business and personal services occupancies*,
- (j) Group E - *Mercantile occupancies*,
- (k) Group F, Division 1 - *High hazard industrial occupancies*,
- (l) Group F, Division 2 - *Medium hazard industrial occupancies*, and
- (m) Group F, Division 3 - *Low hazard industrial occupancies*.

*Low hazard industrial occupancy* (Group F, Division 3) means an *industrial occupancy* in which the *combustible* content is not more than 50 kg/m<sup>2</sup> or 1200 MJ/m<sup>2</sup> of *floor area*.

*Medium hazard industrial occupancy* (Group F, Division 2) means an *industrial occupancy* in which the *combustible* content is more than 50 kg/m<sup>2</sup> or 1200 MJ/m<sup>2</sup> of *floor area* and that is not classified as a *high hazard industrial occupancy*.

*High hazard industrial occupancy* (Group F, Division 1) means an *industrial occupancy* containing sufficient quantities of highly *combustible* and flammable or explosive materials to constitute a special fire hazard because of their inherent characteristics.

#### **Identified risk and hazards:**

- Lake Nosbonsing and Trout Lake
- Island access only properties
- Ponds and rivers throughout the municipality
- Walking and hiking trails (Wassi and Conservation trails)
  - i) Residents and tourist using the natural play land for activities year round.
  - ii) Injury and accidents requiring medical response and extrication from remote properties on land and water only access properties.

- iii) Water and Ice incidents; currently shore based response.
- Highway 17, 11 and 94
- Rail CN and OVR
- Aviation flight path local and North Bay
- Municipal roads and recreational trails
  - i) Transportation of Dangerous goods, collisions
- Nipissing Manor Vulnerable Care Facility and Retirement
- Industrial manufacturers (North Bay Plastics, Industrial Cladding, Hamelin's wood works)
- Grocery and convenience stores (Perrons, Lucky 13 Quick Way)
- Fuel/Gas Dispensers
- Retail Suppliers (Perron Timbre-Mart, Rochefort plumbing and heating, Groulx Garage, DRD Distributors)
- East Ferris Community Center, Corbeil Park Hall, Four Season's Club
- Churches
- Elementary Schools
- Commercial Buildings storage/garages
- Mercantile Service providers
- Chemical leak
- Wildland/Forest fires
- Single family and multi-unit residential structures (Subdivision, Senior Villas)

**Core Services (highlighted not provided)**

**Emergency Response:**

1. basic firefighting - no expected rescue component
2. structural firefighting including rescue
3. vehicle firefighting
4. grass, brush, forestry firefighting
5. marine firefighting
6. automatic aid
7. mutual aid
8. basic medical assist
9. advanced medical assist with defibrillation
10. awareness level hazardous materials
11. operations level hazardous materials
12. technician level hazardous materials
13. vehicle accidents
14. vehicle extrication
15. transportation incidents involving vehicles, trains, aircraft and watercraft
16. water and ice - shore based
17. water and ice - water entry
18. water and ice - boat
19. public assistance

20. ambulance assistance
21. police assistance
22. public utilities assistance
23. community emergency plan participation
24. urban search and rescue (light and heavy)
25. high angle rescue
26. confined space rescue
27. farm/silo rescue
28. role as Assistant to Fire Marshal re suppression

**Fire Prevention and Public Education:**

29. selection of appropriate programs
30. role of chief fire official
31. role of Assistant to Fire Marshal re prevention
32. input into fire prevention policy development
33. code development input
34. development of fire prevention by-laws
35. inter-action with building department(s)
36. inter-action with other government agencies
37. inspection practices, including:
  - complaints inspections
  - conducting routine inspections per fire prevention policy
  - dealing with code compliance issues (mandated)
  - enforcing municipal by-laws
  - conducting inspections, preparing reports and issuing written responses to requests
  - issuing permits
38. public education practices, including
  - providing routine education programs as per fire prevention policy
  - facilitating smoke alarm initiatives
  - providing access for media
  - delivery of specialized programs
39. fire investigation practices, including
  - determining cause and origin
  - assessing code compliance
  - assessing fire suppression effectiveness
  - determining compliance with building standards
  - determining effectiveness of built-in suppression features
  - interacting with OFM investigator
  - supporting criminal prosecutions
  - consulting with police and other agencies
  - providing forensic services

40. plans examination and approval practices, including:
  - examining and approving new construction plans
  - examining and approving renovation plans
  - reviewing and approving sub-division/development agreements
  - reviewing and approving site plans
  - providing on-site inspection of approved plans to determine compliance
  - issuing occupancy permits
41. preparation for and appearances in court
42. systems checking, testing and approval
43. compile, analyze and disseminate functional statistics
44. consultation with architects, engineers, planners, contractors and building trades

### **Fire Administration:**

1. planning & growth practices, including
  - master planning
  - evaluating programs and services
  - projecting station locations and reallocations
  - determining staffing levels and assignments
  - co-ordinating with other emergency services
  - co-ordinating development with other community departments
  - co-ordinating with other Counties/Districts/Regions
2. financial & records analysis practices, including
  - co-ordinating use of information from suppression activities
  - co-ordinating use of information from fire prevention activities
  - transitional adjustments for capital stock
  - input into level of service issues (based on available funding)
  - developing, controlling and monitoring budgets
  - co-ordinating with department divisions
  - identifying alternative sources of revenue and fees for services
  - operating
  - capital
  - purchasing
3. records management, including
  - note taking
  - records retention
  - freedom of information legislation
4. human resources practices including
  - recruitment, selection and retention
  - promotion
  - performance evaluation
  - career development and higher education

- job classifications
  - secondary employment
5. client/customer relations practices, including
    - preserving local identity
    - enhancing fire department image
    - marketing
    - environmental scanning, anticipating pressures and developing communication strategies
    - enhancing public perception of access to fire department staff
    - developing inter-agency relationships
  6. health and safety practices, including communicable diseases

**Communications/ Resource Centre:**

1. dispatch practices, including
  - liaising with dispatch centres
  - providing access points for operational supervisors
  - receiving emergency calls
  - dispatching of appropriate resources
  - providing on-going resources to operation during emergency
  - compiling emergency response data and inputting of information in data bases
  - sharing data with other department divisions
  - sharing data with other municipal departments
  - accessing information from other sources
2. technology issues including,
  - maintaining and repairing communications systems and components (both routine and emergency)
  - providing technical support
  - developing specifications for radios, pagers, telephones, and computers
  - providing interface capability with other data systems, e.g. assessment, building department, roads departments

**Training & Education:**

1. program development practices, including
  - developing trainer facilitators
  - co-ordinating core curriculum
  - developing specialized staff development programs
  - suppression
  - prevention
  - administration
  - communications
  - maintenance
  - support services

- developing succession training programs
  - developing self-directed learning programs
2. providing access to training facilities, including
    - co-ordinating access to facility
    - delivering hands-on training to staff
  3. station training practices, including
    - delivery of curriculum specific to discipline's needs
    - supervisory training drills
    - providing support and direction
  4. development, approval and delivery of incident management and accountability systems and procedures
  5. co-ordination, development, approval and distribution of standard operating guidelines for various disciplines

**Maintenance:**

1. fleet and equipment maintenance practices, including
  - maintaining fleet and equipment (both routine and emergency)
  - providing annual testing programs
  - mechanical worthiness
  - Ministry of Labour requirements
  - pump capacity and certification
  - specification development
  - acceptance testing and approval of new apparatus and equipment
  - maintaining specialized equipment, e.g. SCBA
  - central supply facility
2. facilities maintenance, including
  - maintenance of station infrastructure
3. providing input re design and construction considerations for fire stations

**Support Services (shared municipal/fire department functions):**

1. purchasing practices, including
  - bulk purchasing through local and area organizations
  - developing standardized specifications for all apparatus and equipment
2. financial practices, including
  - financial analysis
  - liaising with other area departments
  - co-ordinating day to day financial services

- arranging long term funding
3. risk management practices, including
    - assessing changing risk
    - operationalizing risk management into every function
    - providing insurance
    - prevention planning
    - risk avoidance
    - loss control
    - loss reduction
    - separation and diversification of losses
    - risk transfer
  4. human resources practices, including
    - developing recruitment and retention programs
    - specializing in fire service legislation and related issues
  5. co-ordination with other agencies for shared infrastructure, including
    - municipal water system development
    - maintenance and access to water supply

**Considerations for the services provision;**

- Certified Water Shuttle will provide insurance cost savings to residents but will require automatic aid agreement for tanker support from neighbouring municipalities.
- Automatic Aid Agreements/Shared Services to supplement lack of available volunteers and required equipment.
- Contracted Rescue Response Services for specialized response such as water, hazmat/transportation, building collapse, remote rescue.
- Contracted Inspection Services to meet provincial requirements for schools, Retirement and Vulnerable Care Occupancy (Nipissing Manor) and Assembly Occupancy (Community Centre).
- Cost recovery/fees by-law for rail fires, burning infractions, fire route etc.
- Cost for training in specialized operations and to meet our core services.
- Fire Master Plan
- Current and future Municipal growth both population and industry

Currently the Fire Department Establishing and Regulating By-Law is general and may be interpreted as an all hazards response, meaning we will respond and attempt to litigate all incidents placing the municipality at risk for liability.

I wish to ensure the Council of East Ferris understands the risk and cost for services provided including the acceptable risk Council is willing to take for services not provided and for Council to provide me direction for the review and preparation of the governing By-Law.