

PETROLIA NORTH ENNISKILLEN FIRE DEPARTMENT

THIRD MEETING

MINUTES

November 21st 2019

A meeting of the management committee of the Petrolia North Enniskillen Fire Department was held on Thursday November 21st 2019 at 7:00 pm at the Petrolia Fire Hall.

Present:

Town of Petrolia: Ross O'Hara, Joel Field

Township of Enniskillen: Judy Krall and Wally Van Dun

Fire Department: Chief Jay Arns, Deputy Chief Brian Clark and Ken Henry
Rick Charlebois

A. Minutes

Moved by Wally Van Dun

Seconded by Ross O'Hara

That the minutes of the meeting of July 9th 2019 be adopted as amended.

Carried

B. Financial

1. 2019 Budget to Actual report

Chief Arns reviewed the report and discussed over expenditures on specific line items. He estimated that there would be an additional \$5,000 in revenue in fees to be collected in 2019.

Chief Arns discussed the expenditures associated with the new radio system. He reported that the new system did improve dispatch communications. The new system had not eliminated issues with the local radio communications.

Moved by Joel Field

Seconded by Wally Van Dun

That the budget to actual report to October 31 2019 be approved as circulated.

Carried.

C. Fire Department Operating Bylaw Review

It was noted that the template for the bylaw had been taken from a single municipal fire department. The bylaw and associated schedules had been amended to accommodate two municipalities providing a fire service. A brief review of the operating bylaw was undertaken.

There were recommendations made to amend the bylaw to provide for consistency in the description of the fire department.

D. Training Center Business Plan

A discussion took place in regards to the information circulated by Chief Arns regarding the operating expenses and revenues to be generated by the training facility. He noted that the fire fighter training would be undertaken by persons recognized as NFPA trainers. Formal testing would be undertaken by approved external examiners.

Chief Arns reported that the trainers would be paid stipends from the funds charged for the training courses. He anticipated that the department members would receive their training at no cost.

He estimated that the operating expenses for the building and the costs associated with training would be made up by the fees charged for external firefighters taking the courses offered at the site.

Chief Arns noted that a number of local departments had indicated an interest in attending the programs offered.

Chief Arns noted that the formal opening would take place in the spring of 2020.

Judy Krall recommended that any surplus from the operating of the training center be placed in a reserve to offset future costs associated with the facility.

Moved by Ross O'Hara

Seconded by Joel Field

That the surplus from the operation of the training center be placed in a reserve for future repairs of the training center and this matter be referred to the municipal councils for approval.

Carried.

Chief Arns was requested to prepare a standard operating procedure for the training center which included how trainers were to be selected and paid.

Chief Arns noted that the firefighters of the department had worked to prepare the building and it had been in use for in house training for the last year.

He noted that the fire department would be cleaning the building.

Chief Arns reported that the department's organizational structure provided for the continuance of two deputy Chiefs.

Chief Arns reported that former Deputy Chief Williams had been appointed as the public education officer for the department.

Rick Charlebois noted that the appointment of a second deputy chief and experienced public education officer provided more redundancy in the senior members of the department.

Moved by Joel Field

Seconded by Ross O'Hara

That the draft fire department bylaw be referred to the respective Councils for review subject to the modifications discussed during the meeting.

Carried.

E. Mutual Aid response information from OFMEM and revised bylaw

Chief Arns discussed the Fire Marshall's Office mutual aid policy. The bylaw approved by the Petrolia Council in October would permit the Lambton County fire coordinator to direct mutual aid calls for participating fire departments. Chief Arns noted that he would discuss the bylaw with the Enniskillen Council at a future Enniskillen Council meeting.

Chief Arns provided an explanation to the committee between a mutual aid call and an automatic aid call.

Chief Arns provided a brief overview of the EMS agreement. He noted that the dispatch of the fire services for medical calls had been restricted to more serious events. He noted that this had reduced the number of calls for the fire service. He reported that the EMS agreement was to be updated.

F. New Apparatus Update

Chief Arns noted that the new aerial truck would be delivered to the department during the last week of November 2019.

G. Appointment of Deputy Chief

Chief Arns noted that an internal process had taken place within the department to select a Deputy Chief for fire prevention and public education.

Chief Arns noted that he recommended that Darren Allen be appointed as the Deputy Chief fire prevention and public education.

Moved by Joel Field

Seconded by Wally Van Dun

That the fire management committee recommends the appointment of Darren Allen as the Deputy Chief fire prevention and public education.

Carried.

It was noted that both Councils would be required to approve the appointment by bylaw.

Chief Arns reported that Travis Joy had resigned from the fire service due to work commitments.

Moved by Ross O'Hara

Seconded by Joel Field

That the resignation of Firefighter Travis Joy be accepted with regrets.

Carried.

Chief Arns reported that a consideration was being made to proceed with posting for new members to the fire service.

H. Other Business

Judy Krall reported that as chair of the committee she had attended the Junior Firefighter camp sponsored by the department.

She recommended that the second week of the camp provide more advanced training for the participants.

Judy Krall noted that she had attended the open house sponsored by the department in October of 2019.

Chief Arns reported that Enbridge under their Safe Community program had donated \$1,500 to the fire department. He noted that the formal announcement would be made in the next week. The funds would be directed to the department's smoke detector program.

Chief Arns circulated a firefighter journal article regarding the fire department's wellness program. Chief Arns provided highlights of the current fire fighter wellness program.

I. In camera meeting will be held under the provisions of Section 239 (2) (b) of the Municipal Act regarding a personal matter about an identifiable individual

Moved by Joel Field

Seconded by Ross O'Hara

That the meeting move in camera under the provisions of Section 239 (2) (b) of the Municipal Act regarding a personal matter about an identifiable individual.

Carried.

Moved by Joel Field
Seconded by Wally Van Dun
That the in camera meeting be adjourned.
Carried.

J. Adjournment

Moved by Deputy Chief Clark
Seconded by Wally Van Dun
That the meeting be adjourned.
Carried.

Chair

Secretary