

**TOWNSHIP OF HOWICK
SPECIAL COUNCIL MEETING
TUESDAY, JUNE 30TH, 2008 AT 7:15 P.M.
AT THE HOWICK TOWNSHIP COUNCIL CHAMBERS**

MINUTES

Attendance:

Council

Max Demaray, Reeve
Linda Henhoeffter, Councillor
Art Versteeg, Councillor

Andrea Yungblut, Deputy Reeve
Randy Scott, Councillor

Staff

Ronna Lee Johnson, Clerk

Mark Farinha, Treasurer

Howick Firefighters

Dale Edgar, Deputy Chief

Office of the Fire Marshall (OFM)

James Zimmerman

Others

William Rognvaldson; Rosemary Rognvaldson; Norman Fairles;

CALL TO ORDER

Reeve Demaray called the Special Meeting to order at 7:15 p.m.

ZONING BY-LAW AMENDMENT – By-Law No. 16-2009

MOTION #205/09

Moved by Scott

Seconded by Versteeg

THAT Howick Township Council gives first, second, and third and final reading to By-Law No. 16 - 2009, being a by-law to amend Zoning By-Law No. 23-1984 (Pt Lot 13, Pt Lot 14, Concession 12 - Brubacher)

CARRIED

FIRE PROTECTION SERVICES

Copies of the following were circulated in the Council package:

- Report from June 15th Staff Meeting with Chief Doig & Deputy Edgar
- Draft by-law to Establish & Regulate a Fire Department
- Draft Fire Department Organization Chart
- Draft 'Fire Chief' Job Description
- Draft by-laws to Appoint Fire Chief and Deputy Chief
- Draft by-law to Authorize Agreement for Communication & Dispatch Services
- Draft by-law to Authorize Participation in Huron County Mutual Aid Plan

Copies were distributed at the meeting of 'Establishing and Regulating' by-law and 'Howick Fire Department Organization Chart', which Mr. Zimmerman had reviewed, edited and/or revised prior to the meeting.

**By-Law to Establish and Regulate a Fire Department
and Establish a Fire Prevention and Public Education Program**

Mr. Zimmerman reviewed with Council the draft by-law, explaining and discussing the content and context changes he recommended, as follows:

- Paragraph 1 – *Municipal Act, RSO 1990* - correct to read "2001".
- Section 3.1 – delete "Ontario Fire Services Standards" and change to read "in accordance with the Job description attached as Appendix D".
- Section 3.3 – delete "in consultation with" and change to read "upon recommendation of the Fire Chief".
- Section 4.1 – delete last sentence "Procedures for termination of a firefighter shall be in accordance with Part IX, Section 44 of the Fire Protection and Prevention Act."
- Section 4.2 – delete "Subject to the Fire Protection and Prevention Act, 1997, Part IX, the terms and conditions of employment, and".
- Section 4.4 – delete the phrase "to the best of their ability".
- Section 3.1 – remove the listing of fire and emergency response core services and set up as an Appendix to the by-law.

- Section 4.4 – add “*in accordance with the Ontario Fire Code*” at the end of the first sentence.
- Section 4.4(b) – change to read “*a request is made by a property owner or occupant.*”
- Section 5.5 – delete “*Ontario Fire Services Standards*” and substitute “*Ministry of Transportation requirements and CAN/ULC Standards*”.
- Section 5.7 – add “*complying with the Occupational Health & Safety Act*”.
- Section 7.5 – delete reference to penalty under Provincial Offences Act.
- Section 9 – add “*and NFPA Standard 1221*”. (Discussion ensued regarding NFPA Standard which sets benchmark standards for fire call response systems. Mr. Zimmerman recommended that Howick check with Hanover Dispatch to determine if they conform with these standards.)

The “Core Services” listed in Section 3.1 were also reviewed and discussed. The question of capability to provide “Basic Medical Assist” services was given further consideration, and it was generally agreed that the current level of training and equipment is not adequate to include that as a core service at the present time.

The following changes to the list of core services were recommended:

- Confined space rescue – specify as “awareness level trained”
- Farm/Silo rescue – specify as “awareness level trained”

It was noted that neighbouring fire departments have the apparatus and equipment necessary to provide assistance with such incidents.

The Clerk was instructed to revise the by-law as discussed, and forward a copy to Mr. Zimmerman. Clerk Johnson noted that all by-laws pertinent to establishing the Howick Fire Department will come into force and effect on January 1st, 2010.

Howick Fire Department Organization Chart

Mr. Zimmerman provided an alternate version of an organizational structure that includes establishment of the following five “divisions” or components of the Fire Department falling under the purview of the Fire Chief and Deputy Chief, with firefighters reporting to three Captain positions, which report to the Deputy Chief:

- Communications & Administration
- Apparatus & Equipment
- Emergency Response
- Training
- Fire Prevention & Public Education

Mr. Zimmerman explained that general practice is a ratio of one supervising officer per 5 firefighters. Deputy Chief Edgar felt that a third captain could be appointed from the present complement of firefighters.

Howick Fire Department ‘Mission Statement’

Clerk Johnson noted that a “Mission Statement” was one of the items on the list of requirements provided by Mr. Zimmerman earlier in the process, and that this is not addressed in the ‘*Public Fire Safety Guidelines*’. Mr. Zimmerman suggested that the Mission Statement is optional and should be formulated in discussion with Fire Department personnel. Information can be found on the OFM website by “googling” Mission Statement and by contacting other local fire departments. The mission statement can be incorporated into the *Establishing and Regulating By-Law*.

Fire Chief – Job Description

Mr. Zimmerman reported that he has reviewed the draft ‘Fire Chief’ Job Description and found the information to be comprehensive and follows the Ontario Fire Services Standards. No changes were recommended. It was agreed that job descriptions for other fire department personnel should be drafted in consultation with the Fire Chief and Deputy Chief.

Communications/Dispatch Services

A draft by-law was provided authorizing the Howick Fire Department to enter into an Agreement with the Hanover Police Services Board for provision of dispatch services. Mr. Zimmerman suggested that the Howick Fire Chief and Deputy visit the Hanover station to view and learn how the system operates.

Mutual Aid

Mr. Zimmerman advised that the draft by-law to “*Provide for Participation of the Howick Township Fire Department in the County of Huron Mutual Aid Plan*” is approved as is,

and is the only authorization required. No further individual agreements with neighbouring fire departments are necessary.

Fire Department Office Space and Equipment

Clerk Johnson referred to the enclosed report from the staff meeting with Chief Doig and Deputy Edgar when discussions took place about the need for office space and equipment for the Fire Chief. Although it was noted that there is no room at the fire hall for another office, Deputy Edgar felt that the small office that is there could be re-organized and used for the present time, in order to get the computer set up and the required software installed to begin records input as soon as possible. Clerk Johnson noted that staff were in contact with the 'Fire Pro' software provider and were able to view an on-line demonstration. This is the system used and recommended by most local fire departments, including the present Wingham Area department. This will facilitate the transfer of information and training records for the Howick firefighters.

Howick Fire Chief - Commencement of Duties

It was agreed that a good deal of preparation and set-up will be required in order to have the fire department up and running for January 1st, 2010, and that it would be advisable for the Chief to begin his duties as soon as practicable. Since Chief Doig was not available to attend this meeting, this matter will be discussed with him at a future time.

WINGHAM AREA FIRE BOARD

Acceptance of Asset Appraisal Valuations

At the June 16th regular meeting, Council members received the draft schedule of asset appraisal valuations and were asked to review the information in order to respond to the Wingham Area Fire Board. Reeve Demaray asked for comments from Council and Deputy Chief Edgar, and it was generally agreed that the overall valuations are fair, as are the values assigned to the Fire Board assets located at the Fire Station in Gorrie.

MOTION #206/09	Moved by Scott	Seconded by Versteeg	
<p>THAT Howick Township Council hereby declares acceptance of the averaged appraised valuations of the assets of the Wingham Area Fire Board as detailed on the draft Report received June 8th, 2009 and presented at the Regular Meeting of Howick Township Council held on June 16th, 2009, said Report detailing the valuations of assets as follows:</p>			
<i>American Appraisal (all assets)</i>	<i>Cross Appraisal (vehicles only)</i>	<i>North Huron PSAB Valuations (assets other than vehicles)</i>	<i>Averaged Asset Valuations</i>
\$1,534,068.20	\$1,085,000.00	\$419,128.20	\$1,519,098.20
<p>AND THAT Howick Township Council hereby declares acceptance of the valuations listed in the above-noted Report placed on the assets of the Wingham Area Fire Board which are currently located at the Gorrie Fire Station, amounting to a total of \$272,904.00.</p>			CARRIED

Apportionment of Assets

Reeve Demaray requested comments regarding the listing of equipment and vehicles located at the Gorrie Fire Station. Deputy Edgar noted that the vehicles are in good shape and have been well-maintained. With the recent replacement of several bunker suits and air packs, the equipment and apparatus are in good order, with the exception of the radio and pagers, which are old and many pagers are not working properly. Council agreed that this matter should be attended to by the Fire Board immediately as the firefighters cannot be expected to operate with faulty equipment, which could be a Ministry of Labour issue, and directed that Chief Doig send a letter to the Fire Board advising that new pagers are required.

After some discussion about the context, the following resolution was passed:

MOTION #207/09	Moved by Versteeg	Seconded by Scott	
<p>THAT Howick Township Council agrees, and hereby submits a proposal to the Wingham Area Fire Board that the apparatus, equipment and vehicles presently located at the Gorrie Fire Station and currently under ownership of the Wingham Area Fire Board be transferred to the Township of Howick as settlement, in part, of the Township of Howick's share of the assets of the Wingham Area Fire Board in accordance with the terms of the Wingham Area Fire Board Agreement.</p>			
			CARRIED

PRESENTATION OF ACCOUNTS PAYABLE

A listing of accounts payable dated June 30th, 2009, provided in the Council package, was reviewed, and approved by resolution.

MOTION #208/09 **Moved by Yungblut** **Seconded by Scott**
THAT Howick Township Council hereby authorizes payment of accounts in the amount of **\$154,914.79** under date June 30, 2009 as cheques #8230 to #8268 inclusive, as presented and discussed at the Special Council meeting held June 30th, 2009. **CARRIED**

Provision of Services to Morris-Turnberry

Deputy Chief Edgar provided a map of Howick Township and the Municipality of Morris-Turnberry, showing an outline of properties located in Morris-Turnberry and adjacent to Howick Township, which are situated in proximity to the Howick Fire Station. It was proposed that it would be appropriate to have the Howick Fire Department continue to provide coverage in the area outlined.

Mr. Zimmerman was asked to comment or make recommendations in this regard, and he advised that it would be up to Morris-Turnberry to present a proposal. He added that the general rule of thumb is that the closest station should respond, but that is sometimes "easier said than done".

It was noted that Morris-Turnberry had recently submitted a request for provision of services for an area much smaller than that currently being covered by the Howick firefighters. As well, their proposal requested services that Howick is not able to provide.

Succession Planning

Mr. Zimmerman emphasized that Council and the Fire Chief should include succession planning and training in the overall operation of the fire department to ensure that personnel are trained to move up and assume senior positions as the need arises.

Mr. Zimmerman advised that he will be unavailable during the last 2 weeks in September and first 2 weeks of October. He noted that the work done to date gives the Township a good start toward having things in place for the year-end. He will attend the regular Council meeting on September 1st to provide further direction and guidance.

Reeve Demaray thanked Mr. Zimmerman, Deputy Chief Edgar, and visitors for attending, and all left the Council Chambers at this time (9:37 pm).

CLOSED SESSION

MOTION #209/09 **Moved by Versteeg** **Seconded by Yungblut**
THAT Howick Township Council at this time (9:38 pm) closes this portion of the June 30th, 2009 Special Meeting of Howick Township Council in accordance with the *Municipal Act, 2001, Section 239(2)(a),(b),(c),(d),(e)*, to deal with personal and legal matters. **CARRIED**

Matters Discussed in Closed Session

- Howick Fire Chief – Employment Contract and Remuneration
- Remuneration for Howick Fire Department Personnel
- Legal Matter – Statement of Claim

MOTION #210/09 **Moved by Scott** **Seconded by Versteeg**
THAT Howick Township Council now re-opens the June 30th, 2009 Special Council meeting to the public at this time (10:43 pm). **CARRIED**

ADJOURNMENT

MOTION #211/09 **Moved by Yungblut** **Seconded by Versteeg**
THAT HOWICK TOWNSHIP COUNCIL now adjourns the June 30th. 2009 Special Meeting of Howick Township Council at 10:44 pm with Council to meet again at the Regular Council Meeting scheduled for Tuesday, July 14th, 2009 at 7:00 p.m., or at the call of the Chair. **CARRIED**

REEVE

CLERK