



**Township of Southgate  
Fire Department Advisory & Support Committee**

**October 22, 2019**

**2:00 PM**

**Council Chambers**

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**Pages**

**1. Call to Order**

**2. Confirmation of Agenda**

**Be it resolved that the Committee confirm the agenda as presented.**

**3. Declaration of Pecuniary Interest**

**4. Adoption of Minutes**

**3 - 7**

**Be it resolved that the Committee approve the minutes from the September 5, 2019 Fire Department Advisory and Support Committee meeting as presented.**

**5. Correspondence and Presentations**

None

**6. Agenda Items**

**6.1 Community Safety and Well Being Plan**

**6.2 Update on Returning Firefighters**

**6.3 Future New Recruitment Plan**

**6.4 Mutual Aid Update**

**6.5 Second Full Time Fire Staff Position**

**6.5.1 Fire Prevention Officer**

**6.5.2 Deputy Fire Chief or Volunteer Deputy Fire Chief**

**6.6 2020 Capital and Operating Fire Budget**

7. New Business
8. Confirmation of Action Items
9. Next Meeting
10. Adjournment

Be it resolved that the Committee adjourn the meeting at [TIME].



**Township of Southgate**  
**Fire Department Advisory & Support Committee**

September 5, 2019  
3:00 PM  
Dundalk Fire Hall

Members Present: Mayor John Woodbury  
Councillor Michael Sherson  
Members Absent: Deputy Mayor Brian Milne  
Staff Present: CAO Dave Milliner  
Acting Fire Chief Derek Malynyk  
Captain Mike Thompson  
Deputy Clerk Lindsey Green

**1. Call to Order**

With the absence of the Chair, Deputy Clerk Green called the meeting to order at 3:01 PM and called for the election of a Vice-Chair.

**1.1 Elections**

**Moved By** Councillor Sherson  
**Seconded By** Mayor Woodbury

**Be it resolved that** the Committee appoint Mayor John Woodbury as Vice-Chair of the Fire Department Advisory and Support Committee meeting for September 5, 2019.

**Carried**

**2. Confirmation of Agenda**

**Moved By** Councillor Sherson  
**Seconded By** Mayor Woodbury

**Be it resolved that** the Committee confirm the agenda as presented.

**Carried**

**3. Declaration of Pecuniary Interest**

No one declared a pecuniary interest related to any item on the agenda.

**4. Adoption of Minutes**

**Moved By** Councillor Sherson

**Seconded By** Mayor Woodbury

**Be it resolved that** the Committee approve the minutes from the August 7, August 13 and August 14 Fire Department Advisory and Support Committee meetings as presented.

**Carried**

**5. Staff Updates/Reports**

**Moved By** Councillor Sherson

**Seconded By** Mayor Woodbury

**Be it resolved that** the Committee receive the staff updates and discussion items as information and direct staff to proceed with all necessary administrative actions.

**Carried**

**5.1 Former Acting Fire Chief DaCruz Transition Meeting Update**

CAO Milliner discussed the transition meeting and exit interview he held with former Acting Fire Chief DaCruz and shared the outcomes of that discussion.

**5.2 Deputy Fire Chief Recruitment Plan - Discussion**

The Committee discussed a recruitment plan for the hiring of a Deputy Fire Chief and identified that filling that position is an important goal for early 2020.

**5.3 Appointment of Another Captain - Discussion**

Acting Fire Chief Malynyk explained that there is currently one captain and two acting captains in the Department with the recent appointment of the Fire Chief. He identified one person

who was willing to step up and be appointed as a second caption. Warren Gilkes will be appointed to Captain at the September 18, 2019 Council meeting. A further discussion was held regarding training for the current acting captains and future Acting Captain appointments.

#### **5.4 Appointment of Firefighters Returning to the Department - Discussion**

Department staff confirmed that they have reached out to former members of the Fire Department to discuss their return to the Department as Volunteer members and will continue to work on this.

#### **5.5 Establish & Regulate the Dundalk Fire Department By-law - Review & Discussion**

##### **5.5.1 Schedule A - Organization Chart**

Acting Fire Chief Malynyk confirmed that in speaking to the Ontario Fire Marshal's Office, they indicated that the Departments Organization Chart should be up to date at all times and should not include wording such as 'vacant' and should not separate auxiliary from volunteer. Staff will be bringing an updated organizational chart for Council approval at the September 18, 2019 Council meeting.

##### **5.5.2 Schedule B - Limited Search**

Acting Fire Chief Malynyk also noted changes to the limited search schedule of the Establishing and Regulating By-law as suggested by the Ontario Fire Marshal's office. He also added that he reviewed neighboring Department's limited search criteria and agreed that updates are necessary.

#### **5.6 Review of all Fire Agreements related to Limited Search Conditions**

The Committee agreed that updating Schedule B of the Southgate Establishing and Regulating By-law is sufficient, rather than reviewing and updating each fire agreement held by the Department.

## **5.7 Mutual Aid Standard Operating Procedure - Review & Discuss**

The Committee discussed mutual aid with neighboring municipalities. Acting Fire Chief Malynyk indicated that he has spoken to the municipalities that we share mutual aid with and there are currently no issues.

## **5.8 Firefighter Training - Discussion**

### **5.8.1 DZ Driver's License**

Acting Fire Chief Malynyk confirmed that there are 6 members going to complete their DZ license requirement in October.

### **5.8.2 Essentials of Municipal Fire Protection - Fire By-law Training Opportunity - October 3, 2019**

Acting Fire Chief Malynyk confirmed he is attending the training being held on October 3, 2019. Members discussed the benefit of the training in relation to the Establishing and Regulating By-law.

### **5.8.3 Fire Practice Training Records - Discussion**

#### **5.8.3.1 Sign-off Forms for Passing or Failing of the Training Session**

The Committee discussed lesson plans that are taught on Department Training nights and the requirement of sign-off on lessons by members of the department following completion of the material.

## **5.9 Fire Community Risk Assessment - Required in Next 5 Years - Update & Discuss**

The Committee discussed that there will be a requirement for Communities to submit a Fire Community Risk Assessment in the next 5 years. Given the timing, staff will have this on their radar but indicated that this is not a priority right now.

## **5.10 Changes for Fire Calls and Fire Margins - Discussion**

A discussion was held about the billing of fire calls for instances such as gas leaks, non-resident MVC's, repeat calls and straw bale fires near our roadways.

### **5.10.1 Enbridge Gas Leaks Support**

### **5.10.2 Motor Vehicle Accidents - Non-resident**

### **5.10.3 Repeat Calls**

### **5.10.4 Large Straw Bale Fires near Roadways**

## **6. New/Unfinished Business**

Acting Fire Chief Malynyk added that he received a resignation from a member of the Department and that will be brought to Council for information.

## **7. Members Privilege**

A discussion was held about reaching out to the local businesses in the area who employ potential fire fighters to see their willingness to allow their staff to leave during the day for fire calls, should one of their staff have an interest in becoming a volunteer firefighter.

Acting Fire Chief Malynyk added that the Department will be doing public education and providing services for the Demolition Derby at the Dundalk Fall Fair this coming weekend.

## **8. Next Meeting**

To Be Determined.

## **9. Adjournment**

**Moved By** Councillor Sherson

**Be it resolved that** the Committee adjourn the meeting at 4:23 PM.

**Carried**

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**Acting Chair/Mayor John Woodbury**

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**Deputy Clerk Lindsey Green**