

**DRAFT MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE TOWNSHIP OF LARDER LAKE
HELD IN COUNCIL CHAMBERS ON Tuesday, September 12, 2017, 7:00 P.M.**

Mayor: Gary Cunnington
Councilors: Mike Minor
Tom McGuire
Regrets: Jim Stevens
Kathleen Bougie
Staff: Dwight McTaggart, CAO
David Moncion, Public Works
Jason Georgeoff, Recreation
Guests: Ross Sherlock, Laurentian University
Ed Schreuder, SA Exploration

1. Call to Order

The meeting was called to order at 7:00 P.M. by Mayor, Gary Cunnington.

2. Adoption of Current Agenda

Moved By: Tom McGuire
Seconded By: Mike Minor **Motion # 1**

That the agenda for the August 22, 2017 Council Meeting be adopted as presented.

Carried

3. Declaration of Pecuniary Interest None

4. Confirmation of Minutes of Last Meeting

4.1 Council Minutes – August 22, 2017

Moved By: Mike Minor
Seconded By: Tom McGuire **Motion # 2**

That the minutes of the Council meeting held on August 22, 2017 is adopted as presented.

Carried

5. Committees and Delegations

5.1 To provide the public with information on a seismic project conducted by SA Exploration for Laurentian University.

Dr. Ross Sherlock, Professor of Economic Geology, Director MERC and Metal Earth Harquail School of Earth Sciences, Laurentian University, and Ed Schreuder, SA Exploration on behalf of Laurentian University made a presentation to Council on a seismic project they are undertaking in the Larder Lake area.

5.2 Request by Lady of the Lake Parish to have rental fees waived for their Thanksgiving Dinner to be held on Saturday, October 7, 2017.

Moved By: Tom McGuire
Seconded By: Mike Minor

Motion# 3

That Council hereby agrees to waive rental fees for the Lady of the Lake Parish Thanksgiving Dinner to be held on Saturday, October 7, 2017.

Carried

6. Letters & Communications None

7. Committee Reports None

8. Staff Reports

8.1 Public Works Operations report and an up-date on construction of Splash Pad and Emergency Services Building.

Moved By: Tom McGuire
Seconded By: Mike Minor

Motion# 4

That Council hereby agrees to adopt the Public Works operation report for the month of August and capital projects up-date as presented.

Carried

This report can be viewed as an appendix.

8.2 Animal Control report for the month of August 2017.

No report was submitted for review.

8.3 Larder Lake Fire Department report for the six months ending June 30, 2017.

Moved By: Tom McGuire
Seconded By: Mike Minor

Motion 5

That Council hereby agrees to adopt the Larder Lake Volunteer Fire Fighters report for the six months ending June 30, 2017 as presented.

Carried

This report can be viewed as an appendix.

9. Unfinished Business None

10. New Business

10.1 To rescind and pass new tax rate by-law for 2017.

Moved By: Mike Minor
Seconded By: Tom McGuire

Motion# 6

That By-Law No. 1628-17 being a by-law adopting the new tax rates for 2017 is given 1st and 2nd reading.

Carried

Moved By: Tom McGuire
Seconded By: Mike Minor

Motion# 7

That By-Law No. 1628-17 being a by-law adopting the new tax rates for 2017 is given 3rd and final reading.

Carried

11. Notice of Motion None

12. Set date for next Council meeting.

12.1 The date for the next scheduled Council meeting will be Tuesday, September 26, 2017.

13. General public question and answer period (10 minutes)

14. Closed Sessions None

15. To pass a By-law No. 1629-17 to confirm proceedings of Council.

Moved By: Mike Minor
Seconded By: Tom McGuire

Motion# 8

That By-Law No. 1629-17 being a by-law to adopt certain proceedings of Council is given 1st and 2nd reading.

Carried

Moved By: Tom McGuire
Seconded By; Mike Minor

Motion# 9

That By-Law No. 1629-17 being a by-law to adopt certain proceedings of Council is given 3rd and final reading.

Carried

16. Adjourn Meeting

Moved By: Mike Minor
Seconded By: Tom McGuire

Motion# 10

That since there is no further business that this meeting is now adjourned at 7:45 P.M.

Carried

Mayor

Clerk-Treasurer

Cc. Ross, Pope and Associates

APPENDIX

Public Works Report – Month of August 2017

Road, Winter Control & Street Lighting

Activity Report:

- Grade Gravel roads
- Patched Pot holes
- Repair shoulders washouts

Water Works & Sanitary Sewer

Activity Report:

- Regulatory Inspection of Water and Waste Water treatment plants
- Monthly Checks and maintenance of pumps and generators
- Water Reconnects and Disconnects

Waste Collection & Disposal

Activity Report:

- Regular weekly residential waste collection for the Township of Larder Lake
- Regular weekly commercial waste collection for the Township of Larder Lake
- Regular maintenances of landfill

Fire Protection

Activity Report:

- Monthly inspection of all Township Fire Extinguishers

Emergency Services Building update:

Pederson Construction has serviced the lot for water and sewer, construction of parking area has commenced, and structural steel delivered to site. EXP is expects final design to be completed the first week of September, and building permit application to be submitted to TMBA once design is complete.

Parks and Recreation

- Grass cutting
- Outside shower installed at beach washrooms
- Swing set installed at Ninth Ave. park

Splash Pad/ Skating Rink update:

Public Works has completed water and sewer service. Hydro expected to be completed first week of September. Custom Ice has completed concrete slabs and expected to return second week of October to complete project and Town staff training.

Larder Lake Fire Department

Report

For six months ending June 30, 2017

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Fire Prevention & Public Education

- Newsletter posts throughout the reporting period included: fire safety tips for the colder months, recruitment advertisements seeking D licensed drivers, and fire permit information.
- Facebook posts throughout the reporting period included: a cover photo update, a firefighter recruitment video, and a link to the MNRF¹ forest fire information website.
- The LLFD² t shirts order arrived and they began being distributed to firefighters.
- Interim Fire Chief Jason Georgeoff received periodic fire activity reports from the province, daily briefings from the Provincial Emergency Operations Centre, reviewed daily weather forecasts and rainfall actuals, and kept a close eye on the MNRF fire rating so that the local sign would remain updated.
- Some unfinished work went into developing a new open air burning bylaw.
- The fire safety plan for a local apartment building overseen by DTSSAB³ was reviewed and approved. The plan went back and forth a few times with suggested edits, and a site visit was also conducted.
- 52 fire permits were issued by the end of June, some of which required inspections as well as a few consultations regarding requirements. A permit was issued to the Public Works Foreman to allow the wood pile at the landfill site to be burnt with certain additional precautions and exceptions to the norm including contacting the fire department for permission prior to igniting.
- Upon inspecting a fire pit, it was noticed that the fire was being used to heat swimming pool water with the use of a submersible pump and a copper coil. After consulting informally with the OFMEM⁴, this practice was deemed relatively safe, although exceptions were not made to the time of day requirements for burning being from two hours before sunset to two hours after sunrise.
- Some effort went into preparing for Canada Day festivities such as purchasing fire prevention handouts.

Operations & Training

- A drastically changed training schedule was implemented, which increases in house training opportunities from 1.5 hours per month as it was in 2016 to 2 hours per week (approx. 8 hours per month). The expected result is lower attendance at any given training session, although significantly higher training time per firefighter in the long run.
- 23 in house training sessions took place throughout the reporting period with an average of about 3.1 attendees per session. This is approximately half of the attendees per session compared to 2016, but, despite this seemingly negative figure,

¹ Ministry of Natural Resources and Forestry

² Larder Lake Fire Department

³ District of Timiskaming Social Services Administration Board

⁴ Office of the Fire Marshal and Emergency Management

the increase in frequency has led to about twice as much firefighter time going into training without consideration to the monthly assignments.

- With a total of 18 members and the exclusion of 3 on leave and 2 students, there were 3 firefighters that have not done any training throughout the 6 month reporting period.
- A monthly take home assignment program was implemented to offer firefighters a flexible option to obtain and prove theoretical knowledge through multiple choice testing. A total of 16 assignments amongst 8 firefighters were submitted (only two firefighters, namely George Marchand and Don Smith, have submitted more than one assignment).
- In house training and assignment topics included: orientation and fire service history, firefighter safety and health, fire department communications, building construction, fire behavior, fire control, carbon monoxide response and alarm requirements, auto extrication equipment familiarization, WHMIS, worker health and safety awareness in 4 steps, forest fire mop up and line patrol, pumper operations, ERG⁵ familiarization, compressor familiarization, SCBA donning and doffing and serviceability checks including PASS⁶ device, informal response debrief sessions, ladder training, foam, ropes and knots, fire hydrants with hose lays, mayday self-evacuation drill, and oscillating monitor familiarization.
- Firefighter Bryan Bilodeau has registered for the online hazardous materials and legislation courses through the Ontario Fire College.
- Individual training records were updated and a policy brief report was submitted to council on the topic of training provision options. This led to attendance at a finance / administration meeting at which conversations turned toward solutions to increase attendance rates.
- IFSTA⁷ NFPA⁸ Firefighter I & II curriculum content was obtained and made available to firefighters. This includes: tests, quizzes, slideshows, lesson plans, skill evaluation checklists, and a textbook.
- A survey was completed for the OFC⁹ with the intent of providing them with anticipated training enrolment requirements to cover the next few years.
- Interim Fire Chief Jason Georgeoff attended a beneficial three day practical training session through the OFC which also included extensive pre class work.
- Interim Fire Chief Jason Georgeoff attended the three day Northeastern Fire Education Conference and Trade Show which involved numerous informative speakers and suppliers in addition to an auto extrication train the trainer course.
- A skidoo access winter bonfire was reported as being left unattended, so a couple firefighters covered it with snow.
- An emergency preparedness fact sheet and confidential phone number was provided by Hydro One and forwarded to the firefighters.

⁵ Emergency Response Guidebook

⁶ Personal Alert Safety System

⁷ International Fire Service Training Association

⁸ National Fire Protection Association

⁹ Ontario Fire College

- A request came in for a nonemergency lift assist, although it was explained that the firefighters are not trained to provide this service. Appropriate contact information was researched and provided as a courtesy.
- Interim Fire Chief Jason Georgeoff was assessed as a level II Certified Municipal Manager through the Ontario Municipal Management Institute.
- Two false alarms to the same location occurred in a single afternoon as a result of construction work setting off the monitored detectors resulting in immediate dispatch. 3 LLFD personnel responded to each call.
- The department responded to a vehicle fire that ignited while parked in a residential driveway. The vehicle was a complete loss and there was heat damage to the house, garage and neighboring house. There were no injuries. 8 LLFD personnel responded to the call.
- The department paired up with the Englehart Fire Department and responded to a highway vehicle fire just outside the township boundary. The occupant was treated for minor injuries and the vehicle was a total loss. An invoice was submitted to the MTO¹⁰ for the highway response. 12 LLFD personnel responded to the call.
- A suspicious house fire occurred in the middle of the night on Godfrey Street while, at the same time, two other residences were engulfed in neighboring townships. The home was a complete loss, there was minor damage to the building next door, and two responding firefighters received precautionary medical attention as a result of feeling ill during suppression activities. OPP¹¹, OFMEM and the insurance company became involved in the investigation in a timely fashion. 10 LLFD personnel responded to the call.
- Firefighters responded to a minor chimney fire which was extinguished without issue. 9 LLFD personnel responded to the call.
- Interim Fire Chief Jason Georgeoff helped the Public Works department with their annual hydrant flushing operation which doubled as a good fire training opportunity for hydrant and water system familiarization.
- An OFMEM issued survey was completed on the topic of grandfathering experienced firefighters into the newly adopted NFPA 1001 standard for firefighter professional qualifications.

Equipment & Maintenance

- Numerous discussions have occurred with multiple fire equipment maintenance and supply companies in regards to purchasing and servicing compressors and breathing apparatus. A quote has been received that offers a more financially viable option for the department's air compressor needs at about \$16,000 including installation, which is quite a difference in price compared to the larger more common compressor systems. Parts for the department's existing compressor have been found overseas, so it is quite possible that replacing the machine is unnecessary.

¹⁰ Ministry of Transportation

¹¹ Ontario Provincial Police

- The complex fire exits were cleared of snow throughout the winter and so was the department's pickup truck as it was not sheltered.
- A monthly vehicle check schedule was distributed to the firefighters although the program failed miserably due to lack of participation.
- The smoke detector in the senior's room of the municipal complex was replaced.
- The van, small pumper and pickup truck were all brought to the garage for their annual safety and oil change. Additional vehicle repairs included a light on the van and a coolant hose on the small pumper.
- The Public Works department fixed a broken step on the back of the LLFD van, and they also looked after repairing an issue with the shared carbon monoxide monitor.
- A surplus equipment sale led to the department ridding itself of the damaged vehicle shelter.
- A mobile service technician came to the fire hall and took an air quality test sample that came back clean despite having not changed the filter, therefore renewing the air compressor for another 6 months in terms of contamination standards. After looking into the cost of renting a machine and deciding against the idea, breathing apparatus quantitative fit tests were performed by the technician on four firefighters to ensure the mask size is appropriate for their face. Breathing apparatus flow tests were conducted renewing them for another two years.
- All township fire extinguishers and fire alarm systems received their annual certified inspections.
- Some small items purchased were reciprocating saw blades and a window breaker / seatbelt cutter tool for auto extrication, as well as shower knobs for the fire hall. Also, defective tags, an axe handle to replace a broken one (which was installed), and new rope for extension ladders and for training on ropes and knots. Some keys for the fire hall office were duplicated and a spark arrest screen was purchased to serve as a sample to show residents for their homemade fire pits. A roll of wax paper was purchased since it acts as an excellent breathing apparatus blindfold for training purposes.
- A second hand compressor was considered and discussed with a mobile service technician.
- The communication tower behind the fire hall required fixing and the problem affected the paging system, therefore careful coordination with dispatch was required to ensure that a contingency plan was implemented while awaiting completion of the repair work.
- There were a number of water leaks in the fire hall made apparent during the spring thaw including one that dripped onto an electrical panel.
- The internet was down at the fire hall and has since been repaired.
- After seeking out various options, multiple trips were made to Timmins for air bottle hydrostatic testing, visual inspections, and repairs as required. All bottles are now up to date in that regard and are not due again for five years.
- The MNRF fire rating sign was repaired due to the arrow continuously falling over.

Personnel & Administration

- Provoked by the recent changes to the Fire Chief position, an informal review meeting took place between Interim Fire Chief Jason Georgeoff and OFMEM Fire Protection Advisor Chad Harvey to generally discuss department operations.
- Past Fire Chief John Fredericks touched base via email to ask about the status of the new emergency services building, recruitment efforts, and he mentioned sending the strategic plan document that he was working on.
- Regular contact was made with Northern Communications who provides the department's dispatch services. Talks were in regards to weekly test pages and training announcement, as well as membership updates.
- The township has taken positive steps by formally appointing an Emergency Management Program Committee, although full EMCPA¹² compliance still requires council to select a chair person and members of the Municipal Emergency Control Group. The province has recently developed a compliance guide and some details are provided as an appendix to this report.
- Consultations occurred between the department, township staff and contractors regarding asset management and planning for the new emergency services building.
- To date, two firefighters have displayed interest in filling the position of Fire Chief and it has been posted on the township's website for months.
- Training Captain Wayne McLaughlin has stepped down from his position to that of Firefighter at which time Interim Fire Chief Jason Georgeoff began planning and leading the training sessions.
- The Northern Ontario Firefighters Museum in Cobalt has changed their mind, and, contrary to what they had previously announced, they will be able to remain in operation.
- The 2016 emergency management compliance documents were submitted to the province and then a meeting was held to review the program between Community Emergency Management Coordinator Jason Georgeoff and OFMEM Field Officer Sarah Jacob. A binder was put together to represent the township's emergency management program and for quick reference in case of a large scale emergency situation.
- After consulting with building officials, the AGCO¹³, and OFMEM representatives, the department signed off on an Agency Letter of Approval for liquor licensing at a local business.
- After failed attempts to provoke email conversation on the matter, a semi-formal Sunday evening meeting was held for department members on the sole topic of methods to increase training attendance. Only three members showed up and the conversation was fairly unproductive.
- Firefighter Don Smith was added to the roster once he went through the recruitment, background check, formal appointment and orientation processes.

¹² Emergency Management and Civil Protection Act

¹³ Alcohol and Gaming Commission of Ontario

- Unsuccessful consultations occurred with a Ministry of Northern Development and Mines representative in regards to identifying funding programs suitable for the new emergency services building project.
- Council passed a motion to petition the provincial government as an attempt to provoke funding for municipal fire services.
- Forms were submitted to the OFMEM and the OFC to update the contact information for the position of Fire Chief. The MNRF was also provided with updated contact information for the department, and the department's section of the township website was changed as well.
- Interim Fire Chief Jason Georgeoff attended both quarterly Timiskaming Fire Chief Association meetings and followed up by submitting recommendations for the association's draft constitution which was being reviewed.
- A complaint was received from a school bus driver in regards to a fire department vehicle following too closely. Appropriate follow up was conducted with the LLFD driver in question.
- New mutual aid coordinator appointments have been made for the Timiskaming District Mutual Fire Aid Association. Chief Tom Henderson out of Englehart is the primary coordinator along with Chief Rob Adair out of Kirkland Lake as the alternate.
- The department received a letter from a bank notifying that there exists in its name a dormant account with approximately \$6,775 in it. The account was previously unknown to existing management, and, upon providing adequate identification, the funds were transferred to the township and designated for fire department purposes.
- A meeting occurred between Interim Fire Chief Jason Georgeoff and Township of McGarry Fire Chief Neil Albright to update their records on emergency contact information and mutual aid equipment inventory.
- An MTO survey was completed on the topic of the department's hazardous materials response capabilities.
- A firefighter requested a one year leave of absence from the department for personal reasons, and another firefighter resigned because he moved out of town. One of the two student members did not return to Larder Lake this summer.
- The department's annual membership was renewed with Temiskaming Emergency Services Training.
- The department's annual radio authorization licenses were renewed.
- The driver insurance list was updated and submitted. Two drivers were flagged due to offenses in their driving records and both were removed from the insurance policy. One of the two firefighters in question signed a form agreeing not to drive department vehicles, although the other firefighter refused to sign the document forcing LLFD management to clearly inform the individual in writing about the driving prohibition. The letter was put in the firefighter's file and it also makes mention of an unacceptable behavioral issue that arose from the situation.
- An annual verification was submitted to the OFMEM to confirm that the standard incident reports that they had on record were all up to date and accurate.
- The Public Works department was approached with the idea of providing D licensed drivers to take the big pumper to fire scenes since the fire department is very short on appropriately licensed drivers.

One resident has posed questions and stated interest in driving the D license fire truck, although has not yet followed through. Another resident inquired about having the department's help to obtain the license in exchange for a commitment to the fire service.

- Council declined to include Larder Lake as a host community for evacuees in response to the province's request.
- Some work went into developing the department's MOL¹⁴ mandated PTSD¹⁵ plan.
- A student firefighter application was received and an interview was scheduled, although it ended up getting cancelled due to the candidate getting injured. It was fairly late in the summer by the time medical clearance was received and for that reason the interview was not rescheduled.
- Some fire reports were completed and the required portions were submitted to the province.
- The department's accountability forms were updated.
- Jason Georgeoff represented the township as Community Emergency Management Coordinator at the semiannual EMO¹⁶ sector meeting held in Temiskaming Shores.
- 3 joint health and safety inspections were conducted.

¹⁴ Ministry of Labour

¹⁵ Post-Traumatic Stress Disorder

¹⁶ Emergency Management Ontario

Email Sent From Killarney Sector Field Officer

Hello Killarney Sector CEMCs and Alternates,

This is a reminder that the *Emergency Management and Civil Protection Act* and its supporting Regulation 380/04 provide a number of requirements for municipalities including the following:

- **Emergency Management Program Committee (EMPC):**
 - Members and the Chair of the EMPC must be appointed by Council.
- **Municipal Emergency Control Group (MECG):**
 - Members of the MECG must be appointed by Council.
- Municipality must by by-law adopt the **Emergency Management Program** and the **Emergency Response Plan**.

Please refer to the “*Emergency Management and Civil Protection Act Compliance Guide for Municipalities*” for more details. See attachment.

If you have any questions or comments, do not hesitate to contact me.

Have a great day and enjoy the sun!

Kind regards,

Sarah Jacob

Field Officer | Agente régionale – Killarney
EM Field Operations | Services régionaux et consultatifs
Office of the Fire Marshal and Emergency Management |

Excerpts From EMCPA Compliance Guide for Municipalities

Every municipality is required to have an Emergency Management Program Committee (EMPC). The purpose of this committee is to assist in the development and advise the Municipal Council on the development and implementation of the municipal emergency management program.

...

Although there are some specific requirements regarding the membership of the EMPC, there are a wide range of persons who may be appointed as a member of this committee. However, all members of the EMPC must be appointed by the Municipal Council, except for the CEMC who is a mandatory member of the EMPC.

Similarly, it is also a requirement that the Municipal Council directly appoint the Chair of the EMPC.

In order to verify municipal compliance with this requirement of the EMCPA, OFMEM requests a list of the EMPC membership, along with evidence that the members and the Chair have been appointed by Council. When reviewing the EMPC membership, OFMEM will be specifically verifying that the membership includes the CEMC and another senior municipal official.

...

Every municipality is required to have a MECG that is responsible for directing the municipal response during an emergency, including the implementation of the municipal emergency plan. Members of the MECG must be appointed by Council, and participate in annual training and an annual emergency exercise.

...

Every municipality must have a MECG appointed, who is responsible to direct the municipal response during times of emergency. There are four key considerations regarding the MECG:

- The members of the MECG must be appointed by Council, and they must be municipal officials, municipal employees or members of Council;
- There must be MECG procedures developed which guide the MECG in executing their responsibilities;
- The MECG members must complete at least 4 hours of training in 2017. Note that participating in an exercise is not considered to be training. These 4 hours must be spent purely in training; and
- The MECG members must participate in an annual exercise, which evaluates the municipal emergency plan and MECG procedures. There must be an exercise evaluation completed following the exercise, and if required, recommendations to amend the municipal emergency plan may be made to Council.

Therefore, in order to verify compliance with the EMCPA regarding the MECG, and its related activities, OFMEM requests the following:

- A list of the MECG members, including evidence that the members of the MECG were appointed by council;
- A copy of the MECG procedures;
- A description of the MECG training that was conducted, including the date(s) and times, as well as a list of training participants; and
- A description of the exercise which includes:
 - The details of the exercise, including the date and type of exercise that was conducted;
 - The aim of the exercise;
 - A list of exercise participants; and
 - Any identified areas for improvement, including proposed corrective actions.

Organizational Principles

All fire and emergency services organizations adhere to the same basic organizational principles. These principles ensure that the department delivers services efficiently and effectively, and completes its assigned mission. To function effectively as a member of your organization, you must operate according to the following organizational principles:

- Chain of command
- Span of control
- Discipline
- Unity of command
- Division of labor

Chain of Command

The chain of command is the formal line of authority, responsibility, and communication within an organization. The chain of command can be shown on an organizational chart with the fire chief or chief executive officer at the top and the firefighters and emergency responders at the bottom. By adhering to these visible authority relationships, organizations also ensure unity of command (Figure 1.19, p. 34).

Unity of Command

This principle means that each employee reports directly to just one supervisor. Moving up through the chain of command, all personnel ultimately report to the fire chief.

Span of Control

This principle establishes the maximum number of subordinates or functions that any one supervisor can control, typically three to seven. Five is considered optimum (Figure 1.20, p. 34).

Division of Labor

Division of labor is the process of dividing large jobs into smaller jobs in order to make them more manageable, equalize workloads, and increase efficiency. Division of labor is necessary in the fire service for the following reasons:

- To assign responsibility
- To prevent duplication of effort
- To assign specific and clear-cut tasks

Discipline

Discipline refers to an organization's responsibility to provide leadership, and an individual's responsibility to follow orders. It is administered through rules, regulations, and policies that define acceptable performance and expected outcomes. It can only be properly enforced if rules are clearly written and communicated throughout the organization.

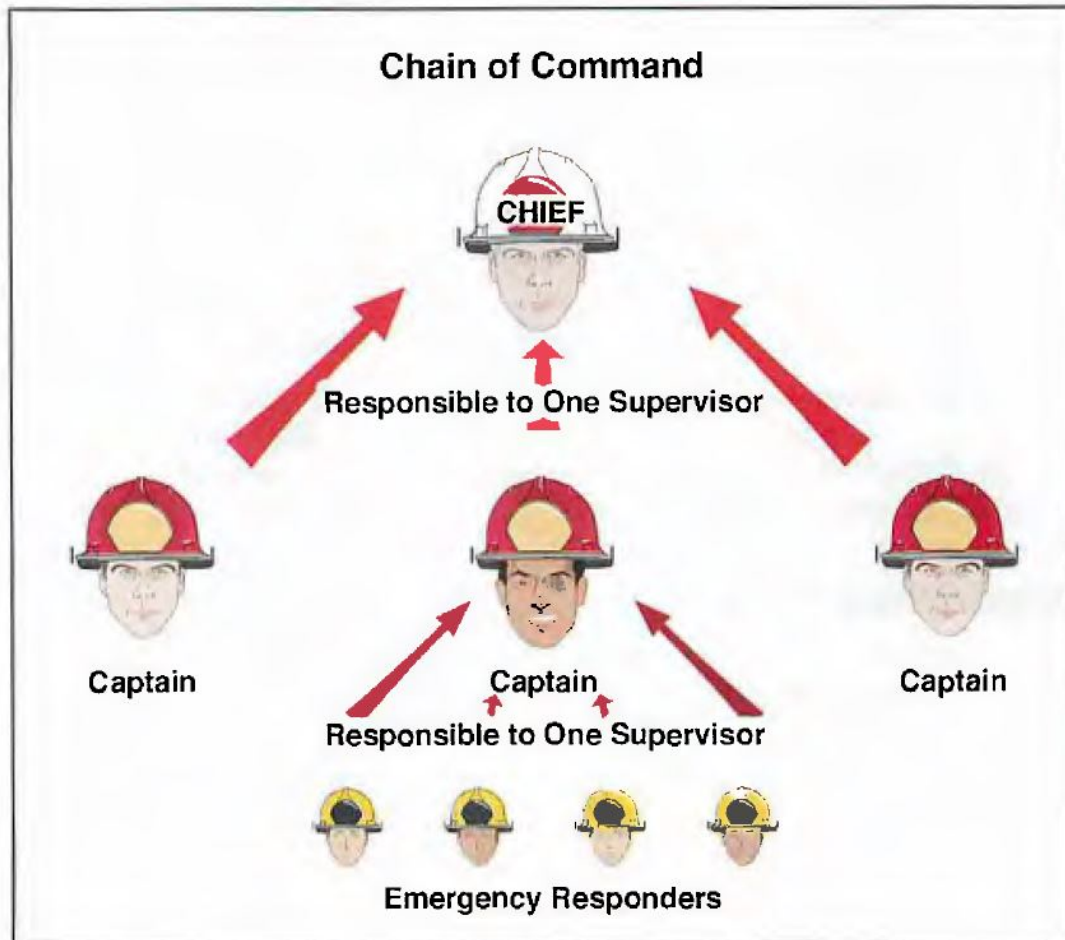


Figure 1.19 The Chain of Command can be portrayed as a simple straight-line relationship between the Chief of the department and the lowest-ranked firefighters, and all personnel between.

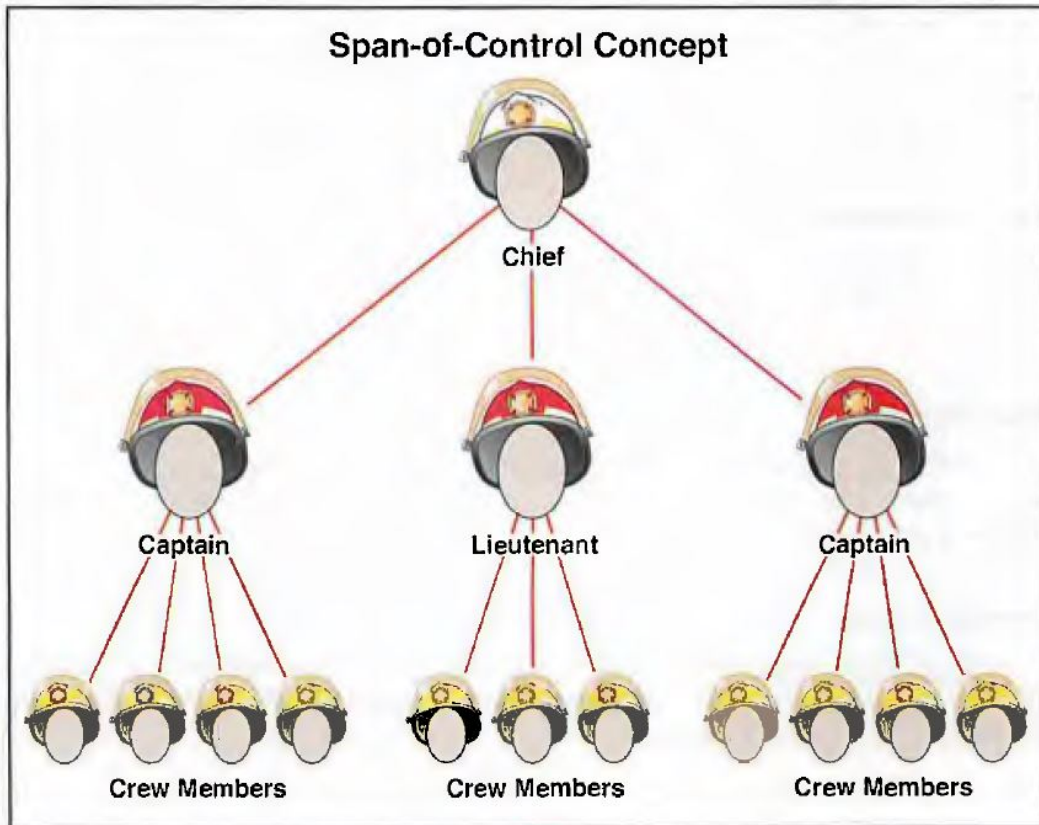
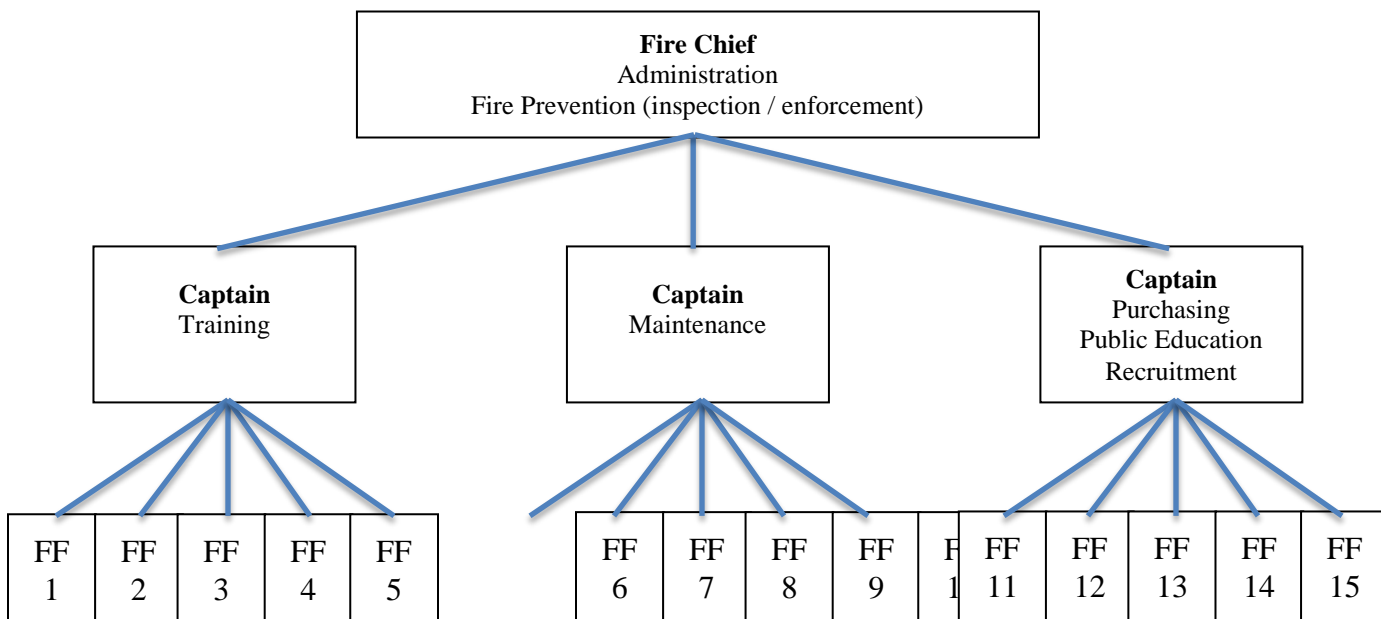


Figure 1.20 Span of control is a tool used to promote organization during the activities required at an incident.

Proposed LLFD Organizational Structure

The current structure consists of a maintenance captain and a vacant training captain, but there are no firefighters assigned directly to each of the supervisory positions. In the past, there were additional officer positions (Deputy Fire Chief and two Lieutenants), although again there were no specific crew members assigned to individual supervisors. The following proposed changes would improve upon all of the organizational principals described above.



Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments

The table below displays ideal minimum staffing and response time standards for various populations. The LLFD does seem meet the suburban area response time requirement of ten minutes 80% of the time, although lacks in regards to the minimum staff to respond. The solution to this problem is to simply add more firefighters to the roster, but the incoming rate of acceptable candidates is suffering, therefore assigning recruitment responsibilities to an officer, as seen in the above organizational chart, is important to building a team that is able to meet the standard in question. Effective recruitment advertising combined with steps towards improving the department’s image in the community would be a good starting point to meet the objective.

Table 4.3.2 Staffing and Response Time

Demand Zone ^a	Demographics	Minimum Staff to Respond ^b	Response Time (minutes) ^c	Meets Objective (%)
Urban area	>1000 people/mi ²	15	9	90
Suburban area	500-1000 people/mi ²	10	10	80
Rural area	<500 people/mi ²	6	14	80
Remote area	Travel distance ≥ 8 mi	4	Directly dependent on travel distance	90
Special risks	Determined by AHJ	Determined by AHJ based on risk	Determined by AHJ	90

^aA jurisdiction can have more than one demand zone.

^bMinimum staffing includes members responding from the AHJ's department and automatic aid.

^cResponse time begins upon completion of the dispatch notification and ends at the time interval shown in the table.



Larder Lake Fire Department 2017 Point System

1) Emergency Responses

- 1 point for every emergency call attended
- 1 extra point for cleaning after the emergency if warranted by the Officer in Charge
- Members must attend 25% of emergency calls to receive points in this category

2) Training, Meetings, Work Nights and Monthly Assignments

- 1 point for every scheduled in house training, meeting or work night attended
- 1 point for every monthly assignment submitted with a passing grade (50%)
- 1 point for training sessions attended outside the fire department, on approval by the Fire Chief
- Members must attend/submit 25% of all scheduled training, meetings, work nights and monthly assignments to receive points in this category

3) Other Department Functions

- No points will be given for other department functions, but members will be able to use their attendance in this category to help offset their attendance in any of the other categories if they obtain at least 25% attendance for other department functions. Total discretion from the Fire Chief will be the sole indicator in this category.

4) Vehicle Maintenance Program

- 1 point for every scheduled vehicle check, which must include a thorough inspection, a 15 minute test drive and the submission of a circle check form. Members must attend 100% of scheduled vehicle maintenance checks to receive points in this category, or make their own arrangements to be replaced

Honorarium

Fire Chief	\$500.00	only if the position is considered volunteer rather than payed
Deputy Chief	\$400.00	on approval from the Fire Chief if duties and goals have been met
Captain	\$300.00	on approval from the Fire Chief if duties and goals have been met
Lieutenant	\$200.00	on approval from the Fire Chief if duties and goals have been met
D Drivers	\$200.00	must attain minimum attendance requirements in categories 1 & 4
JHSC Rep.	\$100.00	on approval from the Fire Chief if duties and goals have been met

Snow Removal Reimbursement

Firefighters who have responded to at least one incident between December 1 and March 31 are entitled to snow removal reimbursement in the amount of \$75.00. If more than one firefighter qualifies per household, then the money will be split evenly amongst them. In the unlikely event that there are no incident calls throughout the above mentioned time frame, then attendance to at least one training session within the specified time period is required for the money to be awarded.

Note: The maximum monetary amount any member can acquire via the point system is \$2,000 per year excluding honorarium & snow removal reimbursement. The maximum value for one point is \$40.



Larder Lake Fire Department 2018 Point System
(Proposed for consideration – possibly retroactive for 2017)

- 1) Emergency Responses, Training, Meetings, Work Nights, Vehicle Checks, Fireworks and Travel
 - 1 point for every hour worked upon approval by the Fire Chief
- 2) Monthly Assignments
 - 1 point for every monthly assignment submitted with a passing grade (50%) upon approval by the Fire Chief
- 3) Public Relations Functions
 - No points will be awarded for attendance in this category as participation is voluntary, although an honorarium for public relations is included below. (Canada Day Festivities, Children's Christmas Party, Christmas Parade, Remembrance Day Ceremony, Kid's Coloring Contest, Food Drive, etc.)
- 4) Odd Jobs for Individuals
 - 1 point for every hour worked upon approval by the Fire Chief.

Honorarium

Fire Chief	\$500.00	only if the position is considered volunteer rather than payed
Captain	\$300.00	on approval from the Fire Chief if duties and goals have been met
D Drivers	\$200.00	must attain at least 25% attendance for emergency response
JHSC Rep.	\$100.00	on approval from the Fire Chief if duties and goals have been met
PR Functions	\$50.00	to those who attend PR functions for a combined minimum of 3 hours

Snow Removal Reimbursement

Firefighters who have responded to at least one incident between December 1 and March 31 are entitled to snow removal reimbursement in the amount of \$75.00. If more than one firefighter qualifies per household, then the money will be split evenly amongst them. In the unlikely event that there are no incident calls throughout the above mentioned time frame, attendance to at least one training session within the specified time period is required for the money to be awarded.

Note: The maximum monetary amount any member can acquire via the point system is \$2,000 per year excluding honorarium & snow removal reimbursement. The maximum value for one point is \$20.

The Larder Lake Fire Department
Report
For six months ending June 30, 2017

Prepared by:

Jason Georgeoff, Interim Fire Chief

September 1, 2017

Date