

THE PETROLIA NORTH ENNISKILLEN FIRE DEPARTMENT

FIFTH MEETING

MINUTES

December 5 2013

A meeting of the management committee of the Petrolia North Enniskillen Fire Department was held on Thursday December 5 2013 at 7:30 pm at the fire hall.

Present:

Town of Petrolia: Joel Field, Tim Brown

Township of Enniskillen: John Phair, Christine Greydanus

Fire Department: Chief Lawrence Swift, Deputy Chief Connors, Ken Henry
Rick Charlebois

A. Minutes

Moved by Tim Brown

Seconded by Christine Greydanus

That the minutes of the meeting of September 19 2013 be approved with modification- Anson "Bailey" changed to Racher and page 2 "Ken" Pearson be changed to Kevin.

Carried.

B. Business Arising from the minutes

1. Firefighter Association update on hall addition (verbal)

Chief Swift reported that the fund raising program for the hall addition was proceeding into the second phase. He noted that the association was half way to their target. The new phase involved sending funding requests to major industries in the area.

The association had received a commitment to donate both materials and labour for the installation of the roof for the new building.

Chief Swift reported that a new 50-50 draw had started with the funds going to the addition.

Chief Swift reported that the association was on track to have 2/3 thirds of the funding in place by the end of March 2014.

A discussion took place in regards to the method to be employed to construct the building. Chief Swift noted that the association proposed to contract the construction of the building and transfer the ownership of the building to the municipalities once completed.

It was recommended that further discussion take place on the process with Town administration.

C. Financial Report

1. 2013 Financial Report

D. 2013 Fire Department Report

No department reports were presented.

E. Other Business

1. Communication Policy

Chief Swift reported that he had prepared a communication policy for the department due to the introduction of electronic messaging systems. Chief Connors noted that a clear policy needed to be in place to confirm who was authorized to communicate on behalf of the department.

Moved by Deputy Chief Connors

Seconded by Tim Brown

That the communication policy for the department be approved.

Carried.

2. Integrated Risk Management Tool

The Chief reported that the Fire Marshall's office was preparing a new risk management tool. He noted to the committee that the tool should indicate that the department's inspection programs would meet the standard.

3. Inspection-request and complaint

The Chief reported that a new regulation was in place that outlined the requirement to do inspections when a request or complaint was received.

4. Vulnerable Occupancy- proposed information session

Chief Swift reported that changes had taken place in regards to emergency plans for properties that provided housing for Vulnerable Occupancy.

He noted that the community living facilities, homes for the aged and assisted living facilities would be affected by the changes.

He reported that few of the local facilities could meet the standard.

He noted that this was an additional responsibility that would take a great deal of time to accommodate.

A discussion took place in regards to changes to the fee for service bylaws to incorporate an appropriate fee for the additional inspection program.

5. Carbon Monoxide alarms

FIFTH MEETING MINUTES

DECEMBER 5 2013

Chair

Secretary