

**MINUTES OF A SPECIAL MEETING OF COUNCIL
WITH THE LATCHFORD FIRE DEPARTMENT
TUESDAY FEBRUARY 7, 2006 at 7:00 p.m.**

1. Call to order and mayoral comments.

Mayor Peter Davies called the meeting to order at 7:10 p.m.

This special meeting with the Fire Department was convened to review various matters as outlined below.

PRESENT:

Council: Mayor Peter Davies, Councillor Larry Anderson,
Councillor Gerry Remillard

Staff: Betty Gibson, Clerk-Treasurer

Fire Department: Fire Chief Pat Underhill, Charles Hallworth, Bill Vandenhoogen,
Will Perry

Following is a summary of significant items of discussion:

1. Fire Chief Underhill advised he wished to discuss the responsibilities of the Fire Department and noted his appreciation of Council in dealing with the various issues with respect to what is required of the Fire Department.

2. Quick Survey:

Mayor Davies circulated a "Quick Survey" for completion by those in attendance. The Mayor explained that this survey had been prepared by the Office of the Fire Marshall and circulated at the training session held in Temiskaming Shores earlier in the year.

3. Level of Service and Training:

The Fire Chief advised that the level of service is as follows:

- Basic fire prevention
- Fire suppression
- Basic extrication
- Vehicle fire suppression

It was explained that the volunteer fire fighters are trained in different operations and those taking the specific training are then signed off by a member who is certified to do so.

The Fire Chief advised that some members are trained on inside search and rescue, and noted that it depends on the situation and the number of fire fighters present during an emergency as to the course of action taken. Volunteer fire fighters will do whatever is necessary to rescue the victim without putting members at risk. Fire Chief Underhill assured Council that he will take a "defence action" first, following which an "offence action" will be undertaken.

The Fire Chief advised that some members of the Fire Department have taken "inside search and rescue" at the College.

Mayor Davies advised that the OFM training session had specified that there must be six fire fighters attending before an inside search and rescues was endeavoured.

4. Regulating By-law:

It was noted that the “revised” Regulating By-law will include a section to cover “Fire Suppression and Basic Rescue”, which will be reviewed by the Fire Department, Council, and the Office of the Fire Marshall.

5. First Response:

The Fire Chief explained that the First Response Team (for highway emergencies) was put in place to assist at the scene during the time it took for an ambulance to arrive on the scene.

The municipality provides a place for the unit to be housed and a man to drive it. TDSSAB pays for the cost of this unit i.e. insurance.

Fire Chief Underhill suggested contacting DSSAB and/or Derek Buffam to get a copy of the agreement. He noted training is provided by the Health Unit and Buffam Ambulance Service.

Mayor Davies questioned if the fire truck travels down the highway to attend at emergencies, and was advised that the Latchford Fire Department provides basic rescue along the highway, and has all necessary equipment, except for hydraulic equipment.

Fire Chief Underhill advised that Latchford Fire Department basically travels north to the Truck Stop and south to James Lake.

The Fire Chief advised that the Fire Department bills the M.T.O. for calls to highway emergencies, and at such times the Coleman Fire Department covers Latchford in case of a fire, and receive a specified percentage of funds received from the M.T.O. for this “automatic aid”.

An automatic aid agreement will be prepared for review by the Fire Chief and then forwarded to Coleman Township for review.

The Fire Chief noted that the Latchford Fire Department is not trained for water rescue, but do carry “rescue throw bags”.

Council asked if the Fire Department responds to emergencies on snowmobile trails, and was advised that this sort of emergency is also covered under the DSSAB and Health Unit, and coordinated with the OPP and ambulance service.

6. Training:

The Fire Chief advised that training sessions are carried out with Wayne Hearn. A file for each volunteer is kept recording all training, and records are signed off by the facilitator for the particular training session.

Fire Chief Underhill noted that they are looking at district training sessions, in order that costs be shared with all fire departments.

The Fire Chief has attended the college for training, and it was noted that remuneration was not received from the Town.

The Fire Chief advised that Haileybury has a training facility and Mark Wilson is arranging to establish district training as noted above, which will cost less and can also be held on the weekend with no loss of work for those attending. There are a number of local individuals who are at a college level and able to sign off on training for members.

7. Furnace:

Two quotes were received, but one was not broken down as required.

Quotes will be reviewed further.

8. Phone Line:

The Fire Chief asked if a phone line could be installed in the Fire Hall. The cost for a “commercial line” is \$60 per month. The Mayor asked if a cell phone could be used but was advised that in an emergency, cell phones are not dependable. This will be researched further.

9. Dispatch:

The Fire Department is quite concerned at the possible loss of the local Dispatch Centre in New Liskeard. The Fire Chief has a meeting in Dymond to look at ways to keep the Dispatch Centre, as the Latchford Fire Department does not want to use other services. The New Liskeard Dispatch Centre has always provided excellent service. He is also concerned with the extra cost to Latchford which may be required to use another dispatch service.

Council was supportive in the Fire Department’s endeavours to retain the local Dispatch Centre.

10. Appreciation Plaques:

The Fire Chief advised that Min Bigras has 30 years of service on the Volunteer Fire Department and believed an appreciation plaque was in order. Council agreed and the clerk will discuss this with the Fire Chief.

11. Computer:

The Fire Chief asked if a computer was available for the Fire Department to assist in training, and was advised that there will be a surplus computer available in the near future.

12. Sign – Entrance of Emergency Vehicles:

The Fire Chief would like a sign placed at the corner of Highway #11 and Cosens Avenue to alert traffic of possible entrance of emergency vehicles onto Highway #11. The Clerk will contact the M.T.O. to have a sign erected at this intersection.

13. Snow Removal:

The Fire Department voiced concerns regarding snow removal around fire hydrants, and noted this should be a priority.

The Mayor advised it is a priority, but the plowing and snow removal is organized in a pattern to save time, and not make it necessary to change from one piece of equipment to another. It was emphasized that the extremely large snowfall affected all municipalities, and some were asking for volunteers to assist in removing snow from around fire hydrants.

It was also noted that all fire hydrants should be flagged in order to locate them in deep snow. Hydrants had been previously flagged and been broken off by individuals.

The Clerk will forward a memo to Lee Ketchabaw to ensure all hydrants are flagged.

Priorities with respect to snow removal will be reviewed.

14. Gillies Limit – Level of Service:

The Mayor advised the Fire Department that the Fire Department will provide “similar service in similar circumstances”.

The “level of service” provided by Town of Latchford Fire Department will be clearly defined in the new by-law.

The Fire Chief requested that a sign be erected on the Animinip Road to mark where Gillies Limit ends.

15. Northern Fire Education Conference:

The Fire Chief asked if his application to attend the Conference had been sent and the Clerk will check. The Mayor noted that accommodation, mileage and \$100 per day (for loss of wages if the Conference is on a work day) will be paid. Council believed a resolution had been passed previously.

16. Fire Chief Underhill advised Council that he was looking for a “rescue unit” and is hoping to find a surplus ambulance.

17. The Fire Chief noted there was an “old” ice auger” in the Fire Hall that is not being used, and they did not know who it belongs to. Council does not believe it is the Town’s and therefore the Fire Department can do what they like with it.

Fire Chief Underhill thanked Council for the meeting and for their cooperation to provide adequate protection to the residents of Latchford.

The Fire Chief also stated their appreciation of the Coleman Fire Department for working with Latchford over the years.

18. The meeting adjourned at 9:20 p.m.

Dated at Latchford this 7th day
of February, 2006.

Mayor

Clerk-Treasurer