



The Corporation of the Town of LaSalle
Minutes of a meeting of the Fire Committee Meeting

October 8, 2020, 4:00 p.m.
LaSalle Room
LaSalle Civic Centre, First Floor
5950 Malden Road

Present: Marc Bondy, Mayor
 Mark Carrick, Councillor
 Jeff Renaud, Councillor

Also Present: D. Sutton, Fire Chief
 E. Thiessen, Deputy Fire Chief
 P. Marra, Director of Public Works
 R. Hyra, Human Resources Manager
 L. Jean, Deputy Clerk
 T. Coke, Council Coordinator

Clerk's Note: Members of the Committee and Administration participate in the meeting via video conferencing technology.

A. CALL TO ORDER

Mayor Bondy assumes the Chair and calls the meeting to order at 4:08 p.m.

B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None Disclosed.

C. ADOPTION OF MINUTES

D. REPORTS/ CORRESPONDENCE FOR COMMITTEE ACTION

1. FIRE 20-07

Moved By: Mark Carrick, Councillor
Seconded By: Jeff Renaud, Councillor

That the report of the Deputy Fire Chief dated September 16, 2020 (FIRE 20-07) regarding the donation of the old SCBA packs be RECEIVED.

Carried.

Moved By: Mark Carrick, Councillor
Seconded By: Marc Bondy, Mayor

That the agenda items as listed BE CONSIDERED out of order.

Carried.

3. Verbal Update-Staff Recruitment and Hiring Processes

Moved By: Mark Carrick, Councillor
Seconded By: Marc Bondy, Mayor

That the verbal update provided by the Fire Chief regarding the update of the Staff Recruitment and Hiring Process BE RECEIVED

Carried.

Councillor Renaud assumes the Chair at 4:20 p.m.

2. Verbal Update- Virtual Public Education Week Program

Moved By: Mark Carrick, Councillor
Seconded By: Jeff Renaud, Councillor

That the verbal update provided by the Deputy regarding the Virtual Public Education Week Program BE RECEIVED

Carried.

4. Fire Protection Services Master Plan – Progress Update

Moved By: Mark Carrick, Councillor
Seconded By: Marc Bondy, Mayor

That the report of the Fire Chief dated Sept. 29, 2020 regarding the Fire Protection Services Master Plan – Progress Update, be RECEIVED

Carried.

5. Verbal Update-Delivery of a new Pumper/Rescue Truck

Moved By: Marc Bondy, Mayor
Seconded By: Mark Carrick, Councillor

That the Verbal Update provided by Fire Chief regarding the delivery of a new Pumper/Rescue Truck BE RECEIVED.

E. NEXT MEETING

The next scheduled meeting will be held on November 19, 2020 at 4:00 p.m.

F. ADJOURNMENT

The meeting is adjourned at the call of the Chair at 5:22 p.m.

Chair

Council Co-ordinator



COMMITTEE MATTERS

Fire Committee

October 8, 2020

Clerk's Note: The Fire Committee approved the following matters during their meeting held on October 8, 2020. Copies of items are attached for reference as part of the corresponding Minutes.

1. **Subject: Donation of old SCBA Packs.**

Recommendation:

That the report of the Deputy Fire Chief dated September 16, 2020 (FIRE 20-07) regarding the donation of the old SCBA packs be RECEIVED.

See Report on today's Agenda.

2. **Subject: Fire Protection Services Master Plan Progress Update**

Recommendation:

That the report of the Fire Chief dated September 29, 2020 regarding the Fire Protection Services Master plan-Progress Update BE RECEIVED

See Report on today's Agenda.

Committee Matters- #1

Donation of Old SCBA Packs.



The Corporation of the Town of LaSalle

To: Members of the Fire Committee

Prepared by: Ed Thiessen, Deputy Fire Chief

Department: Fire Services

Date of Report: September 16, 2020

Report Number: FIRE 20-07

Attachments:

Subject: Donation of Old SCBA Packs

Recommendation

That the report of the Deputy Fire Chief dated September 16, 2020 (FIRE 20-07) regarding the donation of the old SCBA packs be RECEIVED.

Report

The self-contained breathing apparatus (SCBA) has been replaced as per the capital replacement plan and as per report to Council FIRE 20-04. During the presentation to Council of this report, Council members questioned if there was an opportunity to donate the old SCBA packs.

The old SCBA packs were donated to the Pre-Service Firefighter program at St. Clair College. St. Clair College is grateful for the donation as they intend to use these for training purposes outside of live fire scenarios. LaSalle Fire Service has had a long history with the program since its inception as an original sponsor to provide firefighter training, providing assistance and facilities, and as the Fire Chief and I sit on the Program Advisory Committee for this program, it brings great pleasure knowing that the Town of LaSalle can help out locally in this way fulfilling the needs for this program.

Consultations

Director of Finance/Treasurer, Fire Chief

Prepared By:

A handwritten signature in black ink, appearing to read "Ed Thiessen". The signature is stylized with a large "E" and a long, sweeping underline.

Deputy Fire Chief

Ed Thiessen

Link to Strategic Priorities

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
X	Managing our human and financial resources in a responsible manner
X	Promoting and marketing LaSalle
	Promote a healthy and environmentally conscious community

Communications

X	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

Notifications

Name	Address	Email

Report Approval Details

Document Title:	FIRE 20-07.docx
Attachments:	
Final Approval Date:	Sep 16, 2020

This report and all of its attachments were approved and signed as outlined below:



Fire Chief

Dave Sutton

Committee Matters- #2

Fire Protection Services Master
Plan Progress Update.



The Corporation of the Town of LaSalle

To: Members of the Fire Committee
Prepared by: Dave Sutton, Fire Chief
Department: Fire Services
Date of Report: September 29, 2020
Report Number: FIRE 20-08
Subject: Fire Protection Services Master Plan – Progress Update

Recommendation

That the report of the Fire Chief dated Sept. 29, 2020 regarding the Fire Protection Services Master Plan – Progress Update, be RECEIVED

Report

As members of Fire Committee will recall, the Fire Protection Services Master Plan was adopted by Council in August 2019. Subsequently, a detailed Implementation Strategy including short-term, mid-term, and long-term implementation targets for all recommendations of was developed and approved by Council. This report is intended to update Fire Committee members on progress to date towards the implementation of the various recommendations.

The consultant's final report included a total of 45 recommendations to assist in the continuous improvement of fire protection services, and maintain an adequate level of service across all functional areas as the municipality continues to develop and urbanize. There were 11 Council recommendations and 34 Operational recommendations.

With the support of Council, municipal administration, and all fire service staff, substantial progress has been made in a relatively short period of time. Thirteen of the recommendations have been implemented or completed to date, while the implementation of another twelve recommendations is actively in progress, some of which are expected to be completed in the near future.

The master plan, together with the approved implementation plan, provides clear direction and a sustainable vision of the incremental development of longer-term goals over the intended planning horizon.

The attached Implementation Progress Update document provides a comprehensive review of each of the consultant recommendations, along with the current status and commentary on progress toward implementation of each recommendation.

Consultations

Type consultations here

Financial Implications

Type financial implications here

Prepared By:



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Fire Chief

Dave Sutton

Link to Strategic Goals

X	Enhancing organizational excellence
X	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
X	Build on our high-quality of life

Communications

X	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

Notifications

Name	Address	Email

Town of LaSalle
Fire Protection Services Master Plan Report – Recommendations

2020 Implementation Progress Update

Council Recommendation No. 1 **COMPLETED**

That the strategic priorities identified within the proposed Fire Protection Services Master Plan be adopted to form the strategic framework for the delivery of fire protection services within the Town of LaSalle, including:

- i. The Town of LaSalle is committed to identifying the optimal level of fire protection services through the use of a Community Risk Assessment to determine the fire safety risks present within the Town of LaSalle as the basis for developing clear goals and objectives for all fire protection services provided by the LaSalle Fire Service;

 - ii. Where applicable, the Town of LaSalle will seek to optimize the Ontario Comprehensive Fire Safety Effectiveness Model's first two lines of defense, including public education and fire prevention, and the utilization of fire safety standards and fire code enforcement, in developing clear goals and objectives for all fire protection services provided by the LaSalle Fire Service; and

 - iii. The Town of LaSalle will prioritize the utilization of strategies that support the sustainability of fire protection and emergency services that provide the most effective and efficient level of services resulting in the best value for the community.
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- **These strategic principles have been adopted by Council as a strategic framework for the delivery of Fire Protection Services within the Town of LaSalle, in resolutions to approve the Fire Protection Services Master Plan & subsequent Implementation Strategy (FIRE 19-18)**

Council Recommendation No. 2**COMPLETED**

That the LaSalle Fire Services develop a strategy for the implementation of the proposed fire prevention/public education professional qualifications presented within the proposed Fire Protection Services Master Plan for all staff assigned to delivering the applicable fire prevention/publication programs and services.

- Operational Guidelines have been developed establishing the professional qualifications required for the Captain- Fire Prevention Officer position as well as all other positions

Council Recommendation No. 3**Mid-term Implementation Goal**

That subject to Council's consideration and approval of an Implementation Plan that the proposed fire inspection schedule included within the proposed Fire Protection Services Master Plan be approved and included within the proposed Fire Prevention Policy.

- Fire administration strongly supports the recommendations for a defined frequency schedule for the Fire Safety Inspection program as a vital element in the prevention of fire incidents. Current staffing levels do not support the successful implementation of the recommended schedule in the short term, however the anticipated increased full-time staffing levels are expected to allow for the implementation of this recommendation. Once the necessary personnel are available and attain the required training and professional qualifications to achieve the objectives of the frequency schedule, the recommendation will be made for Council to approve an updated Fire Prevention Policy which includes the proposed schedule.

Council Recommendation No. 4**Mid-term Implementation Goal**

That subject to Council's consideration and approval of an Implementation Plan that the proposed public education schedule included within the proposed Fire Protection Services Master Plan be approved and included within the proposed Fire Prevention Policy.

- Fire administration strongly supports the recommendations for a defined frequency schedule for Public Education activities as an important component of the first line of defense in reducing preventable fire incidents and associated injuries and deaths. In response to a subsequent recommendation, a Public Education committee has been established to plan and conduct various public education activities on an ongoing basis, however current staffing levels do not support the ability successfully implement the recommended schedule requiring routine scheduled events in the short term. It is expected however that anticipated increased full-time staffing levels will allow for the

implementation of this recommendation. Once the necessary personnel are available and attain the required training and professional qualifications to achieve the objectives of the frequency schedule, the recommendation will be made for Council to approve an updated Fire Prevention Policy which includes the proposed Public Education schedule.

Council Recommendation No. 5 **COMPLETED**

That the proposed fire suppression performance benchmark for *initial response* within the defined urban area included within the proposed Fire Protection Services Master Plan be utilized to monitor and report to Council and the community.

- *Initial Response* data relative to the recommended performance benchmark has been tracked for 2019 and included in the revised template for the Annual Report, to provide for monitoring on an annual basis.

Council Recommendation No. 6 **COMPLETED**

That the proposed fire suppression performance benchmark for *depth of response* within the Town of LaSalle

Identified within the proposed Fire Protection Services Master Plan be utilized to monitor and report to Council and the community.

- *Depth of Response* data relative to the recommended performance benchmark has been tracked for 2019 and included in the revised template for the Annual Report, to provide for monitoring on an annual basis.

Council Recommendation No. 7 **In Progress**

That consideration be given to developing a Fire Station implementation strategy to transition to the proposed Scenario #4 Fire Station Location model presented within the proposed Fire Protection Services Master Plan.

- As part of the Fire Protection Services Master Plan Implementation Strategy approved by Council, the process of identifying and acquiring appropriate sites for both recommended future fire stations is ongoing. The Implementation Strategy establishes a

timeline for the construction of a western substation, and implementation of a two-station service delivery model, of approximately 2023.

Council Recommendation No. 8

Mid-term Implementation Goal

That Council consider prioritizing the hiring of additional administrative / clerical support for the Fire Prevention/Public Education and Training Divisions of the LaSalle Fire Service as presented within proposed Fire Protection Services Master Plan.

- The hiring of additional firefighters to implement an enhanced service delivery model of a minimum of two firefighters on duty at all times was determined to be the priority that would achieve the maximum short-term benefit to the community, both in terms of emergency response capacity as well as non-emergency program delivery. The increased clerical & administrative workload will need to be assessed once activity levels resulting from the capacity of additional staff to deliver enhanced programming are fully implemented. It is anticipated the additional clerical/administrative position would likely be required in approximately 3 years.

Council Recommendation No. 9

In Progress

That Council consider prioritizing the hiring of six additional full-time firefighters to support enhancing the initial response, and related fire protection services provided by the LaSalle Fire Services as presented within the proposed Fire Protection Services Master Plan.

- Three full-time positions were added in 2020, and the process is in progress to implement the remaining three positions early in 2021 to complete this service level enhancement to improve our initial response capabilities.

Council Recommendation No. 10

Mid-term Implementation Goal

That Council consider prioritizing the incremental hiring of 18 additional paid-on-call volunteer firefighters to support enhancing the fire suppression services provided by the LaSalle Fire Services as presented within the proposed Fire Protection Services Master Plan.

- It is anticipated that some incremental increase in the compliment of paid-on-call/volunteer firefighters will be required over the term of the implementation plan, however the prioritization and implementation of full-time staffing to a minimum of 2 suppression firefighters on duty at all times is also expected to provide some measure of

off-setting relief on the demands of the volunteer staff for response to minor incidents in the short term. Other recommendations in the Fire Protection Services Master Plan related to recruitment, retention, and deployment options of the paid-on-call/volunteer staff, also merit review and consideration, and may affect the need for additional staff. The need for additional paid-on-call volunteer firefighters is largely determined by service level demand, attributed to call volumes and implementation of effective deployment models, including the intended implementation of a 2-station response model, to meet service level expectations.

These variables will be monitored as interrelated elements of the master plan are implemented, and strategic increases of the paid-on-call/volunteer firefighter compliment will be implemented as required to maintain an appropriate balance of full-time and paid-on-call staff for effective Depth of Response capabilities, and efficient program delivery.

Once the effects of the initial additions to the full-time compliment are assessed, and the additional recommendations related to paid-on-call staff are fully explored, it is likely to expect moderate incremental increases of perhaps 2 additional paid-on-call/volunteer firefighters every other year through the remaining period of the implementation plan.

Council Recommendation No. 11 **Short-term Implementation Goal**

That LaSalle Fire Service consult with the paid-on-call volunteer firefighters in developing and implementing an on-call schedule as presented in the proposed Fire Protection Services Master Plan.

- Fire administration will investigate alternative deployment models that have been successful in other areas, and review to determine effectiveness and cost implications for application in our circumstances. Any potential effective models would be discussed in consultation with the paid-on-call volunteer firefighters and the Fire Committee.

Council Recommendation No. 12 **COMPLETED**

That the Town of LaSalle prioritize the development of a financial strategy to transition to a minimum staffing of four fulltime firefighters on duty at all times as soon as fiscally possible.

- A financial strategy to implement minimum staffing of four full-time firefighters on duty at all times has been developed and approved by Council as part of the approved Fire Protection Services Master Plan Implementation Strategy, subject to annual budget allocation. The financial strategy provides for an incremental build-up of full-time firefighters over time to reach the goal of four firefighters on duty at all times.

Operational Recommendation No. 1**Short-term Implementation Goal**

That consideration be given to updating the LaSalle Fire Service mission, vision and core values as referenced within the proposed Fire Protection Services Master Plan.

- A strategic planning process to review the organizational mission statement, vision and core values will be initiated by the new leadership team following various staffing changes expected in 2021.

Operational Recommendation No. 2**In Progress**

That subject to Council's consideration and approval of the proposed Fire Protection Services Master Plan that the Establishing and Regulating By-law No. 6073 be reviewed and updated as required.

- The Establishing and Regulating By-law has been reviewed and amendments relative to Non-Core service levels may be proposed for Council consideration
- Any amendments as recommended related to service levels for frequency schedules of fire safety inspections and delivery of public education, will require the allocation of sufficient resources to build capacity prior to recommending the appropriate amendments to the by-law.

Operational Recommendation No. 3**Completed**

That the LaSalle Fire Service conduct a review of all services and programs that may be applicable for cost recovery within the User Fees and Charges By-law No. 7852.

- Services applicable for the recovery of costs have been reviewed and are being adequately addressed by the current fees by-law. Applicable fees are updated annually in accordance with municipal policy.

Operational Recommendation No. 4**In Progress**

That consideration be given to initiating a review of the process for developing and communicating department policies and operating guidelines as described within the proposed Fire Protection Services Master Plan.

- The context of the recommendation has been reviewed and clarified. Distinction between instructional memos to staff, and communication of broader departmental policy direction will be implemented.

Operational Recommendation No. 5**COMPLETED**

That the LaSalle Fire Service consider updating the depth of analysis included within the department's Annual Report to Council and the public to include an update to the Community Risk Assessment and address the requirements of 'Ontario Regulation 377/18 – Public Reports', as referenced within the proposed Fire Protection Services Master Plan.

- Available response time data for responding apparatus, as well as responding personnel, and comparisons to established standards was provided in the 2019 Annual Report. It is intended that subsequent annual reports will include similar data as well as relevant annual comparisons.

Operational Recommendation No. 6**a) COMPLETED****b) Mid-term Implementation Goal**

That a further review of the LaSalle Fire Services records management technology and processes be conducted as a component of the implementation process of the proposed Fire Protection Services Master Plan.

- a) A comprehensive project to transition all existing departmental files to a system consistent with records management policies of the municipality has been completed
- b) A further review of available robust electronic and mobile technology will be conducted with a view to automate and streamline data collection, input processes, storage, and access, across all functional areas.

Operational Recommendation No. 7**Mid-term Implementation Goal**

That the LaSalle Fire Service update its current Fire Prevention Policy as described within the proposed Fire Protection Services Master Plan, and that subject to approval by Council it be included as an appendix to the Establishing and Regulating By-law.

- The changes referenced in the master plan report related to enhancements to the Fire Prevention Policy are supported, however will require time to build capacity for implementation. Council will be asked to approve the appropriate by-law amendment once consistent service delivery to the enhanced level of service can be provided.

Operational Recommendation No. 8**In Progress**

That consideration be given to developing additional fire prevention/public education Operational Guidelines as referenced within the proposed Fire Protection Services Master Plan.

- Additional Operational Guidelines will be developed as program delivery and operational activity expands with additional staffing and workload expectations. Implementation of this recommendation will be ongoing as related recommendations are implemented, such as the Fire Safety Audits as recommended in Operational Recommendation #10.

Operational Recommendation No. 9**COMPLETED**

That consideration be given to expanding the current workload reporting of the Fire Prevention/Public Education Division as referenced within the proposed Fire Protection Services Master Plan.

- Expanded workload tracking and reporting mechanisms for the Fire Prevention/Public Education Division have been implemented

Operational Recommendation No. 10**In Progress**

That L.F.S. develop a comprehensive Operating Guideline to provide staff direction on conducting Fire Safety Audits and for Fire Safety Audits to be referenced within the updated Fire Prevention Policy.

- An Operating Guideline is being drafted to provide direction for Fire Safety Audits to be conducted during routine calls to single family residences, multi-residential, assembly, and commercial occupancies.

Operational Recommendation No. 11**COMPLETED**

That in consultation with the Office of the Fire Marshal and Emergency Management and the County of Essex Fire Chiefs Association, the LaSalle Fire Service consider options for hosting or attending an educational workshop related to Fire Safety enforcement as presented within the proposed Fire Protection Services Master Plan.

- The senior officers responsible for enforcement options have all attended the referenced educational workshop and required training on enforcement options. The LaSalle Fire Service works closely with the Office of the Fire Marshal on matters requiring advice or consideration of options to gain compliance of fire safety matters. LaSalle Fire Service hosts numerous educational courses and seminars, and typically invite area fire services to attend.

Operational Recommendation No. 12**Short-term Implementation Goal**

That the Town of LaSalle consider drafting a Memorandum of Understanding between the municipality's building and fire departments, which clearly defines the roles and responsibilities of personnel with respect to building and site plan review.

- Collaborative discussions are on-going with the building department on various matters of mutual concern, and a formalized memorandum or policy outlining responsibilities and workflow process will be established.

Operational Recommendation No. 13**Mid-term Implementation Goal**

That consideration be given to developing a comprehensive strategy for reviewing and managing false alarm calls that includes enhanced and targeted public education strategies, increased fire inspections and enforcement options.

- A false alarm by-law is currently in place. Nuisance false alarms are currently monitored and enforced as required. All false alarms will continue to be monitored and a strategy can be developed to reduce residential false alarms, potentially as an initiative of a Public Education Committee which is the basis of an additional recommendation.

Operational Recommendation No. 14**Mid-term Implementation Goal**

That consideration be given to enhancing the existing child/youth fire safety education program to target all children in the 0-14 age category as presented within the proposed Fire Protection Services Master Plan.

- With the establishment of a Public Education Committee, the range of current public education programs will be reviewed and revised as appropriate. Implementation of revised or new programs will be dependent on available resources and priorities identified by a Community Risk Assessment

Operational Recommendation No. 15**Mid-term Implementation Goal**

That consideration be given to enhancing the existing seniors' fire safety program as presented within the proposed Fire Protection Services Master Plan.

- With the establishment of a Public Education Committee, the range of current public education programs will be reviewed and revised as appropriate. Implementation of revised or new programs will be dependent on available resources and priorities identified by a Community Risk Assessment

Operational Recommendation No. 16**Short-term Implementation Goal**

That consideration be given to enhancing the existing marina public education program as presented within the proposed Fire Protection Services Master Plan.

- Planned development and delivery of a marina public education program in 2020 was suspended due to pandemic restrictions, however it is intended to be developed by the Public Education Committee in 2021.

Operational Recommendation No. 17

Mid-term Implementation Goal

That consideration be given to enhancing the existing smoke alarm/carbon monoxide alarm program as presented within the proposed Fire Protection Services Master Plan.

- Research and networking will be conducted to determine current best practices for an effective campaign to overcome the challenges encountered with new construction and code compliance. Target geographical areas, and an effective tracking method will be identified. A comprehensive revised program will be implemented as staff and resources are available.

Operational Recommendation No. 18

Long-term Implementation Goal

That the department consolidate the current firefighter training initiatives into one Comprehensive Training Program including performance goals and objectives to be defined within a department Operational Guideline.

- Current Operating Guidelines establish levels of required training for various positions. The recommendation is supported, however developing the comprehensive documented program referenced requires building capacity through the implementation of other shorter-term initiatives to reach a point of consistency in staffing levels. The current recruit training program is, by necessity, reactionary to meet the needs of on-going turnover of staff. This circumstance is likely to continue over the next several years as the complement of full-time staffing is increased. Once additional capacity is realized, and training needs and delivery stabilize to some degree, a proactive comprehensive program can be developed.

Operational Recommendation No. 19

In Progress

That consideration be given to enhancing the LaSalle Fire Service's current paid-on-call volunteer firefighter recruitment referencing the volunteer firefighter recruitment and retention strategies

presented within the proposed Fire Protection Services Master Plan.

- Initial relevant research on the characteristics of volunteer paid-on-call staff identifies a need for expanding efforts towards staff engagement in value-added functional responsibilities to improve job satisfaction as a means of improving retention.
- The need and feasibility for additional changes to the volunteer firefighter recruitment and retention strategies, as outlined in the Master Plan report, will be re-evaluated once effects of the anticipated short-term staffing and operational changes are implemented.

Operational Recommendation No. 20

Long-term Implementation Goal

That the LaSalle Fire Service Company Officer Training Program be included within the proposed Comprehensive Training Program.

- The current Company Officer Training Program is established in Operating Guidelines. These guidelines have been revised to more clearly identify professional qualifications and a succession-oriented career path for all officer positions. The Company Officer Training Program will be incorporated into the comprehensive training program as recommended when that program document is developed subject to comments in Operational Recommendation #18 above.

Operational Recommendation No. 21

COMPLETED

That the LaSalle Fire Service consider maintaining the current County-based operating agreement to provide Technician Level hazardous materials response support.

- An operating agreement for Technician Level hazardous materials response support is currently in place and will be maintained.

Operational Recommendation No. 22

In Progress

That consideration be given to revising the existing surface water and ice search and rescue services to reference shore-based (tethered) and vessel-based (tethered), and that surface water and ice search and rescue services levels identified in By-law No. 026- 2018 be revised to shore-based (tethered at all times).

- Additional amendments regarding Non-Core service delivery areas are being reviewed and the wording changes contained in this recommendation will be consolidated with other proposed changes being recommendation to Council as amendments to the appropriate by-laws.

Operational Recommendation No. 23 **In Progress**

That the LaSalle Fire Service consider revising its current confined space/trench rescue capabilities to Awareness Level, and the consideration be given to developing an automatic aid, or service agreement with a neighbouring community, or the private sector to provide Technical Level confined space/trench rescue response support.

- The Operating Guideline governing Trench Rescue has been amended to reflect Awareness Level capabilities. Appropriate amendments to various Non-Core service areas will be recommended to Council.

Operational Recommendation No. 24 **Short-term Implementation Goal**

That a clearly defined Operational Guideline be developed to define the required training and roles and responsibilities of the LaSalle Fire Services in providing marine services, and that these be included within the proposed Establishing and Regulating by-law.

- An Operating Guideline will be drafted to include and consolidate current training requirements, and roles and responsibilities of personnel involved in marine operations.

Operational Recommendation No. 25 **Mid-term Implementation Goal**

That consideration be given to consolidating all department policies, procedures and routine orders referring to the respiratory protection program into one Operational Guideline.

- The current practices and documentation processes related to the respiratory protection program are serving the needs of the department and meet health & safety requirements. Consolidation of all related documentation will be reviewed and implemented when administrative capacity is available

Operational Recommendation No. 26 **In Progress**

That consideration be given to further enhancing the utilization of the on-line training as a component of delivering the proposed Comprehensive Training Program.

- We will continue to explore and where appropriate, expand current utilization of on-line training options. With the impacts and restrictions of the current pandemic, many training programs have been suspended &/or transitioning to alternative delivery formats.

Operational Recommendation No. 27 **In Progress**

That live fire training be completed by all firefighters on an annual basis as identified within the proposed Fire Protection Services Master Plan as a component of the proposed Comprehensive Training Program.

- Live-fire training is scheduled at least annually for all personnel. The Operational Guideline for live-fire training has been updated to reflect the policy requiring annual skill maintenance training. When a Comprehensive Training Program document is developed, the requirement for annual live-fire training will be included.

Operational Recommendation No. 28 **Mid-term Implementation Goal**

That the LaSalle Fire Service consider the implementation of a formalized Training Committee as reference within the proposed Fire Protection Services Master Plan.

- At present the Leadership Team comprised of the senior officers and administrative staff meets regularly and functions as a Training Committee to determine training priorities and program needs. In addition, input on the training program is also sought and discussed with the Officer group which includes the Company Officers and full-time staff. This format functions well with currently available resources. Once the currently anticipated expansion of the full-time staff is implemented, a formalized Training Committee would be a more appropriate structure.

Operational Recommendation No. 29 **Mid-term Implementation Goal**

That the LaSalle Fire Service consider the implementation of Training Instructor as referenced within

the proposed Fire Protection Services Master Plan.

- The recommendation is supported subject to available resources. Following the implementation of minimum staffing of two suppression firefighters at all times, additional staffing could be utilized in a more dedicated Training Instructor capacity.

Operational Recommendation No. 30 **COMPLETED**

That the LaSalle Fire Service consider the implementation of a formalized Fire Prevention/Public Education Committee as referenced within the proposed Fire Protection Services Master Plan.

- A Public Education Committee has been established with initial goals of revising Fire Prevention Week programming. Through the collective efforts of this committee, LaSalle Fire Service will present a variety of high-quality virtual Fire Prevention Week programming in 2020.

Operational Recommendation No. 31 **In Progress**

That the LaSalle Fire Service consider the purchase of additional sets of spare bunker gear in multiple sizes to accommodate the decontamination requirements following fire incidents.

- Budget allocations have been provided in the 2020 and 2021 Operating budgets to allow for an incremental build-up of spare bunker gear to accommodate decontamination requirements.

Operational Recommendation No. 32 **Completed**

That the Town of LaSalle consider revising the current Emergency Response Plan to more accurately define the responsibilities assignment to all members of the Municipal Control Group as referenced within the proposed Fire Protection Services Master Plan.

- The recommendation has been reviewed in the context of the Emergency Response Plan. The assignment of responsibilities for the roles of the CEMC, and the Fire Chief, are appropriately established in the current version of the Emergency Response Plan.

Operational Recommendation No. 33**COMPLETED**

It is recommended that priority be given to establishing performance benchmarks for emergency call taking and dispatch services identified within NFPA 1221 – Standard for the Installation, Maintenance, and Use of Systems which are reviewed through a regular process.

- LaSalle Police dispatch utilizes the call-taking and dispatch benchmarks contained in the NFPA 1221 Standard. Emergency Response Performance and associated compliance with the relevant standards is now reported and reviewed as part of the Annual Report cycle.

Operational Recommendation No. 34**Short-term Implementation Goal**

That the Fire Chief discuss the approach to training all Communications Centre staff to the NFPA 1061 – Standard for Professional Qualifications for Public Safety Telecommunications Personnel – Level I qualifications and certification with the dispatch services provider.

- Investigation will be undertaken to determine available and efficient means of providing the required training and certification to the referenced standard. Recommendations and options for compliance will be made to Police Dispatch administration.