

# AGENDA

## TOWNSHIP OF McNAB/BRAESIDE FIRE COMMITTEE

July 11/16

6:30 P.M.

AGENDA

1. Call to Order
2. Delegations/Presentations
  - District Chief Cory Powers Lanark Highlands
  - Captain Lucas Lalonde Lanark Highlands
  - Firefighter Steve Robertson
3. Minutes of Previous Meeting(s)
  - June 13/16
4. Matters arising from Minutes
  - a) Status is attached minutes
5. Correspondence/Information
  - Glenalee flyer
  - White Lake Park flyer
6. Unfinished Business
  - Bench Testing of SCBA (status updated in minutes)
  - Custom Fire Refurbishment (update in minutes)
  - Fire agreement between MB and LH (update in minutes)
7. New Business
  - Training Officer committee (status updated in minutes)
  - Message boards (pricing and design/status updated in minutes)
  - Rescue Truck Committee (picture of door decals attached/status updated in minutes)
  - TNT extrication tools (pictures/ status updated in minutes)
  - Personal Appearance, Dress Code and Issued Equipment for MBFD Personnel
  - Rules and Regulations for Firefighters
  - Orientation guide for MBFD
  -
8. Reports/Updates
  - Estimated Dollar loss 2007-2016 to-date
  - Transformer fire dollar loss 2014
  - Calls per year 2010 -2016 to-date
  - Permits / Revenue 2015 -2016 to-date
  - Permits per station (District)
  - Response to Dawnex Corporation Report
  - Current Forest Fire info
9. Next Meeting Date: Aug 8/16 Station 1
10. Adjournment



**Minutes  
McNab/Braeside Fire Department  
Status: Fire Committee**

**Time Started: 6:30 pm**

**Date: July 11/16**

**Time Adjourned: 9:00 PM**

**Ref.: Station 2 White LAKE**

Team Member	Attendee	Absentee	Guest	Attendee	Please attend next meeting
Chief Hartwick	X				
D/C Mohns	X				
Capt. Murray	X				
D/C Nicholson	X				
Capt. Barsoski		X			
D/C Vallier		X			
Capt. Herbert		X			
S/O Kightley	X				

Ⓢ Must attend all meetings or send a representative Ⓢ

Distribution List	Attendee	Please attend next meeting
Fire Chief		
CAO		
Fire committee		

**Next Meeting** Aug 8/16 Station 1

**DAVE HARTWICK**

**FIRE CHIEF**

☎ 613 316 2097

Enclosure: (a) Meeting minutes

ITEM/ACTIVITY		OWNER	DELIVERABLES/STATUS	
Opportunity (Priority)	Action (Issued Date)	Responsibility (Due Date)	Status	

<b>Minutes Adopted</b>		<b>Agenda</b>		
		<ul style="list-style-type: none"> <li>Review minutes - general items</li> </ul>		
<b>GENERAL Issues/opportunities</b>		<ul style="list-style-type: none"> <li></li> </ul>		
District chief require email addresses/ business cards with address	Chief is looking into this	CHIEF Hartwick	<ul style="list-style-type: none"> <li>Chief working on final draft</li> </ul>	
Protocol for Funeral services	Need to revise protocol	Safety Officer	<ul style="list-style-type: none"> <li>Safety officer is going to review</li> </ul>	
Need to standardize check sheets	Station 2 to sheets will be used	District Chiefs	<ul style="list-style-type: none"> <li>Station 1&amp;3 are currently working it</li> </ul>	
Need to inform the public about burn bylaw	It was discussed about placing information about the bylaw on township signs coming into township	CHIEF Hartwick	<ul style="list-style-type: none"> <li>Pricing on metering boards</li> </ul>	
Fire department is looking at upgrading some of the extrication equipment in 2016	Fire department is currently review Different brands of tools	Chief Hartwick	<ul style="list-style-type: none"> <li>TNT training in progress</li> </ul>	
Warn ticket books are outdated	Chief to design new book	Chief Hartwick	<ul style="list-style-type: none"> <li>in work</li> </ul>	
All hose and couplings need to be test to NFPA 1962	This will be done in 2016	District Chiefs	<ul style="list-style-type: none"> <li>Each pumpers hose will be tested on different Saturdays during the summer and pump ops will also be done at this time</li> </ul>	
Review the rules and regulations for McNab/Braeside firefighters	Chief will review and present a draft to officers to review	Chief Hartwick	<ul style="list-style-type: none"> <li>Revision completed.</li> </ul>	
Overhead doors need to be inspected and maintenance done	Have inspections done at all halls	Chief Hartwick	<ul style="list-style-type: none"> <li>Reports will be looked at budget time 2017</li> </ul>	
9862 needs to be standardized	Form a committee of 4	Chief Hartwick	<ul style="list-style-type: none"> <li>Committee picked and Capt Barsoski is the lead on this project and will report to Chief Hartwick</li> </ul>	

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Personal Appearance, Dress Code and Issued Equipment for MBFD Personnel SOG REVISION	Personal Appearance, Dress Code and Issued Equipment for MBFD Personnel revision completed by Fire Chief	Chief Hartwick	<ul style="list-style-type: none"> <li>Draft copies given to officers and will be revisit at Aug Meeting</li> </ul>	
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<b>1.0 Station 1 -</b>		District Chief Mohns  Capt. Murray	<ul style="list-style-type: none"> <li>MORALE</li> <li>HALL</li> <li>TRUCKS</li> </ul>	
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Battery in the HUD	Replace all batteries	Captain Murray	<ul style="list-style-type: none"> <li>Captain Murray was given this task and is doing a great job completing it in timely manner</li> <li>80%</li> </ul>	
SCBA batteries need to be changed	Replace batteries	Captain Murray	<ul style="list-style-type: none"> <li>Each station captain will check the batteries at the next station practices and report back to Chief</li> </ul>	

<b>2.0 Station 2</b>		District Chief Nicholson  Capt. Barsoski	<ul style="list-style-type: none"> <li>MORALE</li> <li>HALL</li> <li>TRUCKS</li> </ul>	
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station 2 furnaces	get quotes	District Chief Nicholson	<ul style="list-style-type: none"> <li>Quotes to submit to Chief</li> </ul>	
			<ul style="list-style-type: none"> <li></li> </ul>	

<b>3.0 Station 3</b>		District Chief Vallier  Capt. Herbert	<ul style="list-style-type: none"> <li>MORALE</li> <li>HALL</li> <li>TRUCKS</li> </ul>	
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9616 requires refurb in 2016	Create document to complete this action	Chief Hartwick	• Work to be started July 13/16	
			•	

<b>4. Capital projects</b>		<b>Fire Chief/Deputy Chief •</b>		
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Station 1 needs more space on apparatus floor	Work with public works director to see if this feasible	CHIEF Hartwick	• Public works director is work this issue with Eng. company	
			•	

<b>5. Fire Prevention</b>		<b>CAPT. Barsoski •</b>		
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<i>Fire extinguisher day</i>	<i>White lake trailer parks</i>	<i>Prevention educators</i>	<i>JULY 16/16</i>	

<b>7. INSPECTIONS</b>		<b>Deputy Chief •</b>		
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<i>Business inspections</i>	<i>On going</i>	<i>CHIEF Hartwick</i>	<i>ON- GOING</i>	
<i>Complaint inspections</i>	<i>On going</i>	<i>CHIEF Hartwick</i>	<i>On-going</i>	

<b>9. TRAINING Committee</b>		<b>trainers •</b>		
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Chief is looking at filling the vacant Training officers position	Create the posting for the position	CHIEF Hartwick	• Committee reported that selection should be completed by the end of JULY	
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<b>10. Attendance</b>		<b>ALL OFFICERS</b>		•
				•
<i>THREE firefighters have resigned</i>	<i>Chief needs to discuss hiring with senior officers</i>	CHIEF Hartwick		

<b>11. TESTING</b>		<b>ALL OFFICERS</b>		•
				•
MSA SCBA bench testing	Schedule for 2016	CHIEF Hartwick	Testing was completed May 11/16 all equipment passed	
Need to work on schedule for testing of equipment for 2016	Chief Hartwick needs to work with officers to prioritize testing	CHIEF Hartwick		

<b>12. Junior FF program</b>		<b>ACTING Chief</b>		•
				•
Chief Hartwick asked one of the officers to take this program over	District Chief Nicholson took it over	District Chief Nicholson		

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# FIRE EXTINGUISHER EDUCATION, SALES AND REFILLING DAY

**SATURDAY, July 16, 2016**

**9am – 11am**

**GLENALEE MOBILE HOME PARK, WHITE LAKE**

**Services being offered:**

- Refilling/Inspection of your Fire Extinguisher on site      \$14.00 for 2.5lb unit  
   \$16.00 for 5lb unit
- Purchase a NEW Fire Extinguisher on site                              \$39.00 for 2.5lb unit  
   \$49.00 for 5lb unit
- Or Purchase a RE-CONDITIONED unit                                      \$19.00 for 2.5lb unit  
   \$25.00 for 5lb unit

**Training:**

Firefighters from the McNab Braeside Fire Department will be on site conducting Fire Extinguisher Training sessions throughout the event and providing Fire Safety information at NO COST.

Firefighters will be canvassing the Park assisting with testing and replacement of Smoke/CO Alarms in the Mobile units.

For more information, contact Fire Prevention Officer Karen Barsoski 613-623-5665.

**BE PREPARED IN AN EMERGENCY!**

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# FIRE EXTINGUISHER EDUCATION, SALES AND REFILLING DAY

**SATURDAY, July 16, 2016**

**11:30am – 1:00 pm**

**WHITE LAKE RV PARK, 209 BURNSTOWN ROAD**

**Services being offered:**

- Refilling/Inspection of your Fire Extinguisher on site      \$14.00 for 2.5lb unit  
    \$16.00 for 5lb unit
- Purchase a NEW Fire Extinguisher on site                              \$39.00 for 2.5lb unit  
    \$49.00 for 5lb unit
- Or Purchase a RE-CONDITIONED unit                                      \$19.00 for 2.5lb unit  
    \$25.00 for 5lb unit

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**TNT RESCUE**

**STORM SERIES**

**MADE IN USA**

**SPREADERS**

**ESL28**

**SPECS**

	STANDARD	METRIC
MAX. WORKING PRESSURE	10,500 PSI	724 BAR
MAX. SPREAD DISTANCE	25.20 IN.	716.3 MM
MAX. SPREAD FORCE	32,150 LBS	143 KN
MAX. PULL FORCE	26,200 LBS	119 KN
LENGTH	35.75 IN.	933.5 MM
WIDTH	13.12 IN.	335.8 MM
HEIGHT	8.5 IN.	215.9 MM
WEIGHT (READY TO USE)	44.5 LBS	20.2 KG
POWER SOURCE	28 VOLT MILWAUKEE BATTERY	
MFD. TO NFPA 1936-2015	YES	

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**STORM SERIES**

**MADE IN USA**

**CUTTERS**

**ESLC24**

**SPECS**

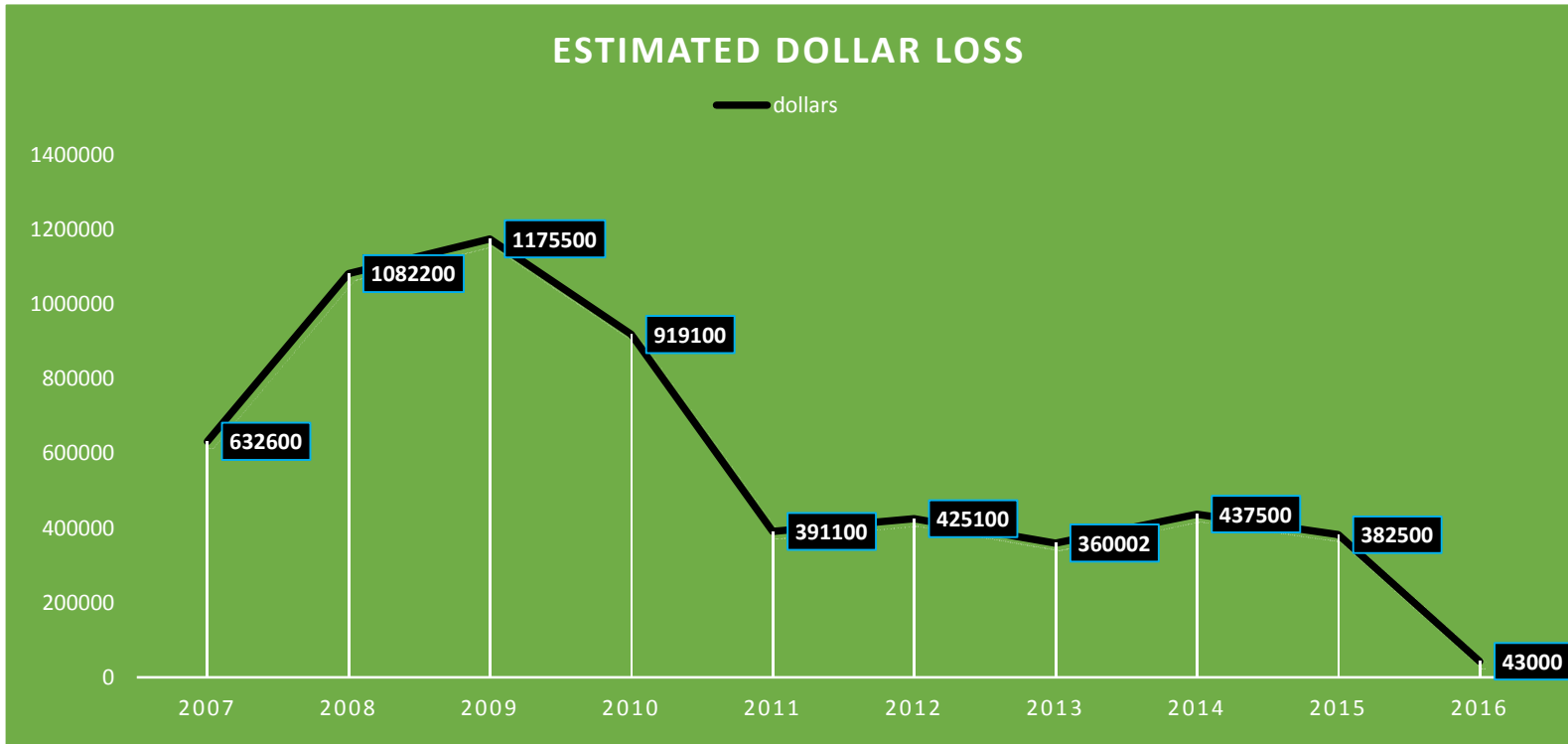
	STANDARD	METRIC
MAX. WORKING PRESSURE	10,500 PSI	724 BAR
MAX. BLADE OPENING	5.00 IN.	127.0 MM
MAX. OUT FORCE	112,500 LBS	500 KN
LENGTH	35.25 IN.	895.6 MM
WIDTH	6.00 IN.	152.4 MM
HEIGHT	8.50 IN.	215.9 MM
WEIGHT (READY TO USE)	44.3 LBS	20.1 KG
POWER SOURCE	20 VOLT MILWAUKEE BATTERY	



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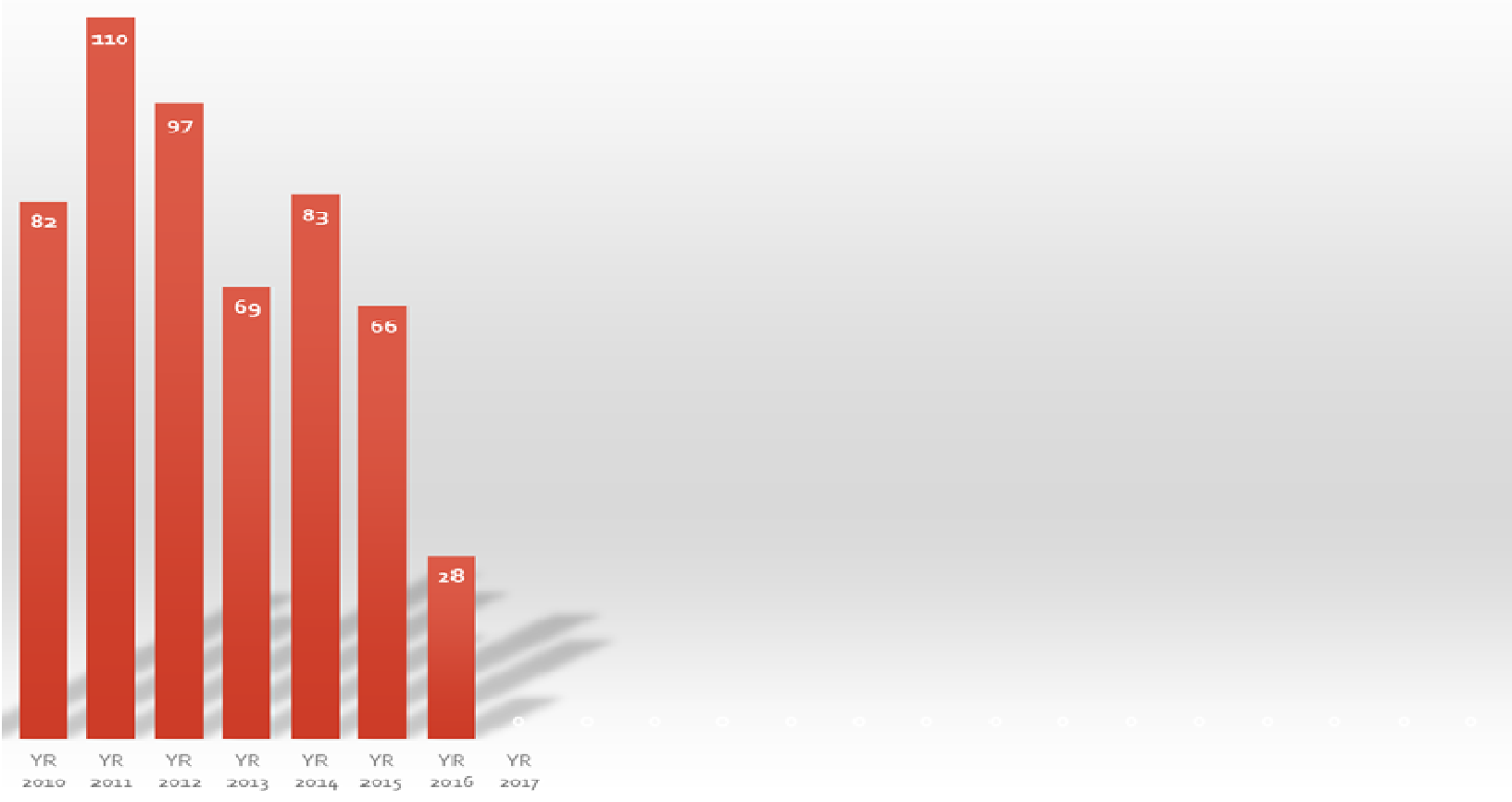


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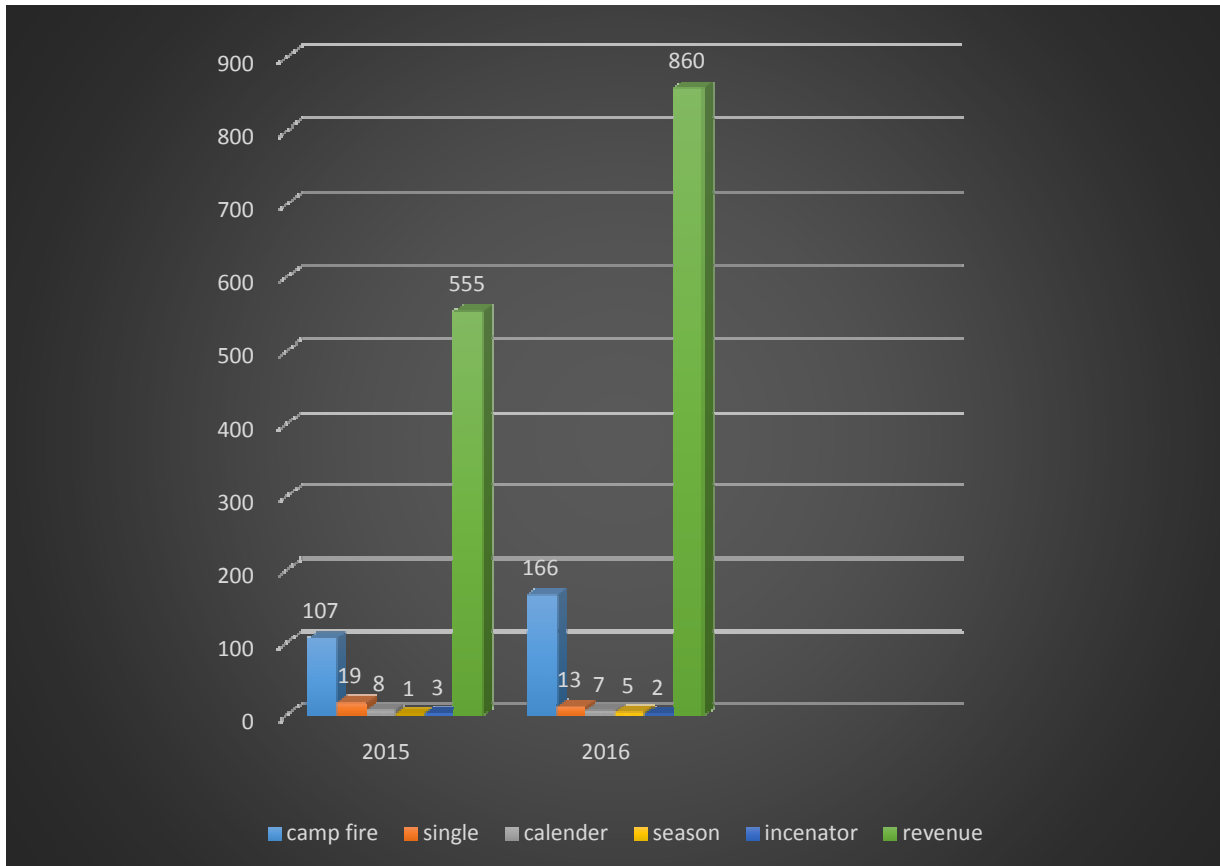
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CALLS PER YEAR

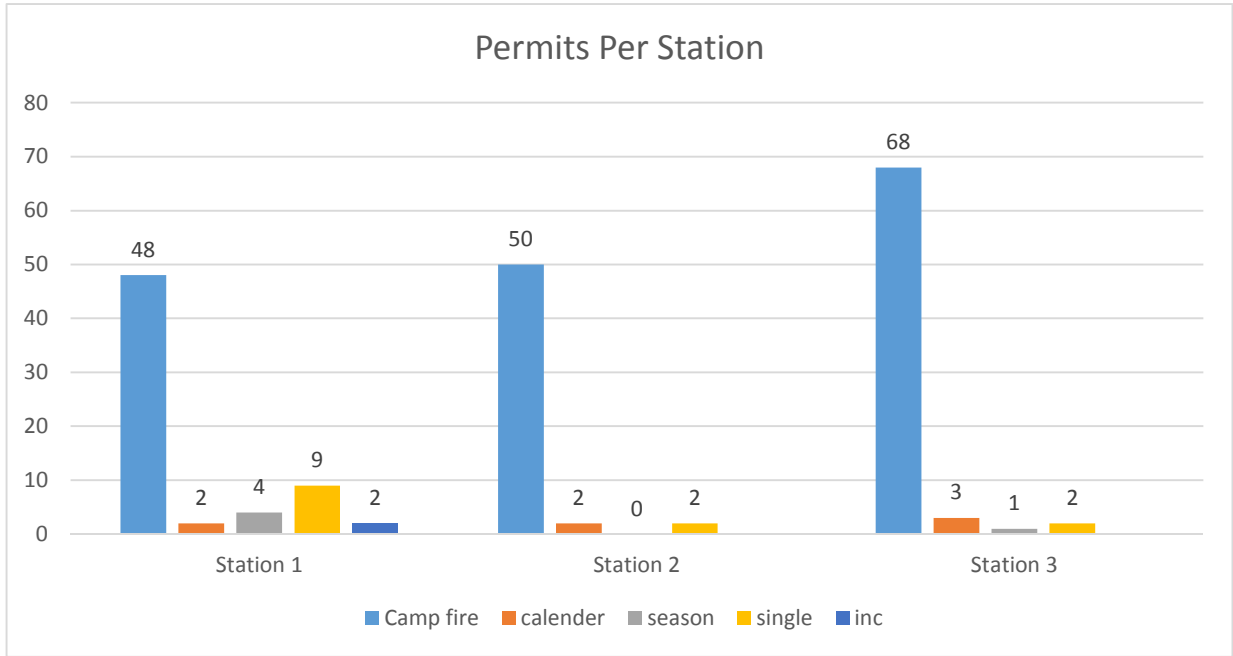


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Number of Permits/revenue



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To: Renfrew County Mayors

From: The Renfrew County Fire Chief's Association

Subject: **Response to Renfrew County Fire Communications Systems Study prepared by the Dawnex Corporation and released March 29, 2016.**

*County* shall mean the County of Renfrew throughout.

*Chiefs' Association* shall mean the Renfrew County Fire Chiefs' Association.

The Renfrew County Fire Chief's met in Killaloe on June 2<sup>nd</sup>, 2016 to form a response to the Dawnex study. Virtually all Renfrew County fire services (including AECL and Pembroke) were present.

The meeting had a large number of representatives including Fire Chiefs and Deputy Fire Chiefs as well as an Office of the Fire Marshal and Emergency Management (OFMEM) representative and Ministry of Health and Long Term Care staff from the Renfrew Central Ambulance Communications Centre (CACC).

General consensus was felt the Dawnex report was very technical and not well explained how all the options actually applied to their day to day operations. Some time was spent between the chiefs and other representatives just trying to clarify what much of the technical issues the report was attempting to deal with.

The Renfrew County Fire Chiefs' Association acquired professional advice from technical expert, Mr. Don Mackenzie, to provide general understanding of the options outlined in the Dawnex report. The comments provided in this correspondence are the Chief's interpretation of the presentation by Mr. Don Mackenzie based on the needs discussion he had with the Renfrew County Fire Chiefs' Association members.

Discussions regarding voice or digital (text) pagers took place with many of those present expressing preference for the traditional voice pagers at this time. Given that digital pagers were less of a priority, it simplified the available options.

It was felt that the County needs to define and narrow the scope of what the new radio system must operationally achieve with continued consultation with the Chief's through the communications committee. By narrowing the definition of what is needed, it will restrict potential vendors to focus only on what is desirable and make it easier to compare vendor options. It is felt that with a minimum of outside technical consulting an operational requirement can be created that would be sufficiently narrow to allow vendors to respond in an RFP format with specific systems to meet the needs of the fire service for the next 10+ years.

#### List of recommendations

- 1) It was noted that the Renfrew CACC does a good job for the services they are contracted to provide. The only caveat being that any new radio system changes employ a design that provides for a clear interface demarcation point. This means that the radio system is separated as much as possible from the dispatch function to allow the county to change dispatch locations or providers with a minimum of impact to the radio system. To this point the new system design should, as much as possible or practical, locate equipment on county-owned or leased property whenever possible to minimize any dependence on other contracted suppliers so the county has the most flexibility for dispatch in the future.
  
- 2) If analog paging is the alerting mechanism of choice, then a Computer-Assisted Dispatch (CAD) implementation is not linked to the radio system upgrade. The purchase of CAD software is simple but the planning, programming and implementation of a smart CAD system is complex. The CAD project is deemed as desirable but lower priority than the radio system so the CAD should be removed from the radio project and made a separate independent project to be implemented as a separate project and not linked to the radio upgrade.

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- 3) The county should take responsibility for the system from dispatch to Very High Frequency (VHF) over the air – including all aspects of the system except for the actual user gear being the VHF pagers, mobile and portable radios which remain a local municipal responsibility. It is felt the “system” needs to incorporate the necessary redundancy and “closed loop” verification and monitoring to ensure the system is always ready. The dispatch should have a way to confirm the page actually made it out to air and that all the radio sites and repeaters are working. The new design needs to provide a system approach and provide a system target coverage study for both paging and mobile radio coverages across the county. The system provides for maximum reliability and redundancy at the lowest possible cost. Some simple block diagrams of what this might look like are provided in the appendix.
- 4) All aspects of the radio and paging system should be monitored and the status alarms should be reported to the dispatch on an independent alarm reporting system. This system should be independent of the radio and paging network it is monitoring. One possible option would be to investigate using an alarm system that uses the county digital radio network to send alarms from sites to the dispatch. Alternately other third party cellular or radio system could possibly be used for this purpose.
- 5) The consultant concurs with the Dawnex report in that a P25 system is unfeasible for Renfrew County at this time. It is felt that P25 has been a failure especially for small rural fire services and its rollout is slowing not advancing. A modern well designed frequency modulation (FM) system meets the needs for Renfrew County operationally and financially. An affordable analog solution could possibly best meet the needs of the fire service for the next ten (10) years by which time the emerging public safety system based on an affordable Long Term Evolution (LTE) technology solution may be available. In the meantime individual municipalities may continue to develop dual analog/digital radio systems on their individual municipal operation channels as long as they maintain compatibility with the county wide analog fire system.
- 6) The County Fire radio system should be upgraded to provide county wide tactical channel (TAC) analog repeater coverage for mobiles across the county. This should be independent of the paging system and would be useful to coordinate county wide operations. This repeater radio system should also serve as a backup system that can deliver the page altering to the drop paging repeaters. The paging drop repeaters would have an Ultrahigh frequency (UHF) and a VHF receiver to allow for redundant system linking. The paging and county wide TAC system should not share common single points of failure. The two systems should be on separate tower sites and power systems as much as possible.
- 7) Should an analog radio system be the County recommended system, it would be desirable to remain compatible with most of the municipal owned pagers and radios. It is however expected that new radio licencing would require narrow band compliance and some of the very old radios that are non-programmable, have no Continuous Tone Coded Squelch System (CTCS) capability or do not support 15 KHz channel spacing would need replacement but the overwhelming majority of the user equipment should not need to be replaced.
- 8) In this day of short cycle obsolescence any equipment chosen for the system should have assurances from the manufacture it has ten (10) year life support. Consideration should be made to purchase sufficient spare parts with the system for a ten (10) year system life. The objective is to try and avoid the problems of manufactures ending support as they can do a few years after the original purchase of the new system. It has to have a ten (10) year life

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cycle. As part of this, each paging drop repeater box located in the individual fire municipalities should have an “on-site spare box” that the affected fire service can change out if directed to do so. This could restore page altering hours before a technician can arrive from Ottawa in inclement weather or during a disaster.

- 9) Local fire scene radio communications should be recorded at the paging drop repeaters for retrieval later should it be required. Each recording should be only the duration of the individual radio transmission and time-stamped and recorded to a solid state media and not require any intervention to initiate recording. The media should retain the last 24 hours of radio transmissions (expected to be more than a month of total radio transmissions) and record over the oldest transmission automatically when the media is full.
- 10) Fire departments can decide which radios to program for back-up paging lists. Most newer radios can be programmed to encode two-tone paging so can be used to send pages for testing or as an emergency back-up if the dispatch is evacuated or goes down.
- 11) Key radios would be fitted that would allow users to cause a ring signal at the dispatch. This would be useful to get the dispatchers attention when a field unit needs to talk to them.

### System Vision

It is believed that a county-owned system will best serve the fire service needs and allow for the most control to achieve high reliability, 10+ year system life and be the most economical over that 10+ year life expectancy.

The county would purchase and maintain the complete radio and paging alert system with the exception of the actual user equipment. The individual municipalities would be responsible for all of their pagers, portables, mobiles and fixed station mobile radios.

The paging drop repeaters would be the biggest change to the current system. They would contain all of the equipment to “page out” the signal to the fire pagers at that fire station. They would be similar to the units now used but with added redundancy and local fire scene voice recording capability.

### Summary of the paging drop repeater boxes

- 1) Repeat two tone pages from the UHF link from dispatch (functions same as current system);
- 2) Repeat two tone pages from the VHF county wide radio system (provides redundant page link and allows paging to be generated from a fire radio anywhere in county);
- 3) System independent alarm monitoring for all critical health status of repeater so dispatch will know if the unit fails before they need to page out;
- 4) Notification indicator to dispatch that an off air page decoder verifies VHF page was sent over air;
- 5) 72 hour standby DC battery backup with dispatch monitored AC power fail alarm;
- 6) Fire scene voice logger on local fire OPS channel; and
- 7) One for one spare box at each municipality allowing for local fire service to swap boxes when instructed to do so in case of equipment failure.

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#### Summary of County Wide TAC Radio

- 1) Voted receive from multi-site common county TAC receive frequency;
- 2) Multicast transmit from multi-site common county transmit frequencies;
- 3) Radio system to use different tower sites and locations from paging infrastructure;
- 4) Radio system to be designed to pass two tone paging signals as a link to the paging drops boxes;
- 5) CTCSS used on Transmit (TX) and Receive (RX) for TAC radio mode;
- 6) 72 hour standby DC battery backup with dispatch monitored AC power fail alarm;
- 7) System independent alarm monitoring for all critical health status of repeater so dispatch will know if the unit fails before they need to use it;
- 8) Add dispatch alert tones to key municipal owned radios in the system; and
- 9) Add paging from a mobile pager call list to key municipal owned radios in the system.

#### Summary of Alarm Status System

- 1) To use a wireless delivery method completely independent of the radio and paging system. It cannot share any common infrastructure with the system it is monitoring;
- 2) 72 hour standby DC battery backup with dispatch monitored AC power fail alarm;
- 3) Must report to the designated fire dispatch location and generate a visual and audible signal to alert dispatch there is an out of tolerance alarm present; and
- 4) All alarm events sent and received shall be retrievable from a time stamped text log file.

#### Summary of Dispatch (CACC)

- 1) Connect new UHF radio link to same dispatch console as current equipment;
- 2) Add the new VHF radio with field signaling alert option at dispatch. (radio users on the system can send an alert tone to make the dispatch radio ring). This radio may be a standalone radio or connected to the console;
- 3) Add VHF linked back-up paging alerting encoder at dispatch;
- 4) Remove CAD project from radio upgrade project; and
- 5) Add the system alarm and verification displays to the dispatch.

#### Definitions:

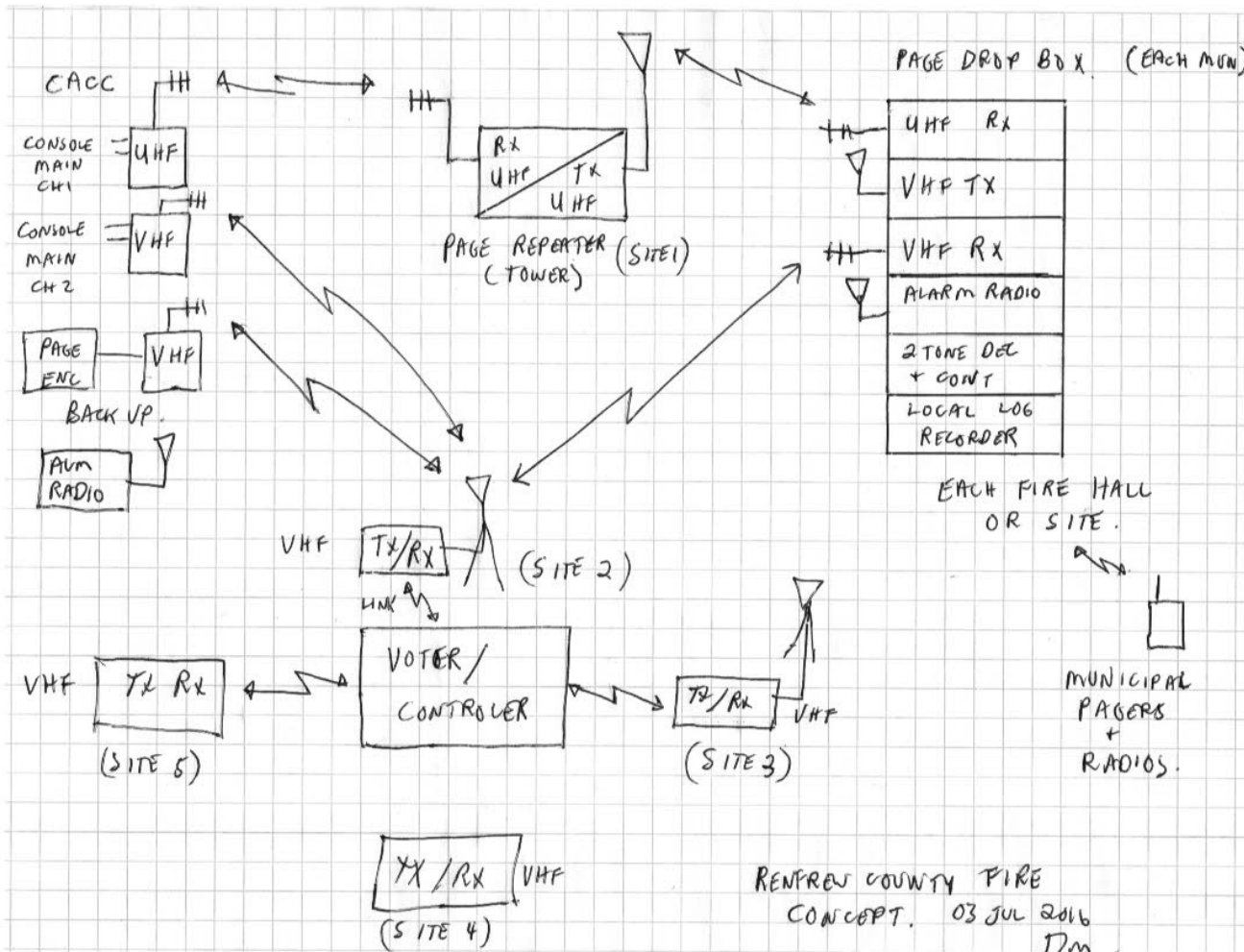
- 1) **Alarm Radio** - wireless radio system independent of the main or standby radio systems used to report system alarms and status conditions.
- 2) **Analog** – refers to conventional Frequency Modulated radio systems.

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- 3) **CACC** – Central Ambulance Communication Centre (Renfrew)
- 4) **CAD** – Computer Aided Dispatch – software that is programed to automate certain fire dispatch actions.
- 5) **Console** – Communication control system used by the dispatch to communicate with fire service.
- 6) **CTCSS** – Continuous Tone Coded Squelch System - This is a sub-audible signaling tone used primarily on the VHF channels to help quiet nuisance noise and signals from outside the County system.
- 7) **Drop or Page Repeater** – Repeater that normally receives a UHF link frequency and retransmits it on the local fire page channel.
- 8) **Logging Recorder** - voice logger that archives telephone or radio conversations.
- 9) **OPS Channel** – Operations channel- normal working and paging channel used by each local fire service.
- 10) **Paging Decoder** – device that receives (decodes) the unique two tone paging signal.
- 11) **Paging Encoder** – device that generates (encodes) a unique two tone paging signal that activates specific fire pagers.
- 12) **TAC Channel** – Tactical Channel – county wide coverage repeater channel used by fire managers to communicate with dispatch or any other fire service across the county.
- 13) **Two-Tone** – type of pager signaling coding.
- 14) **UHF** – Ultra High Frequencies – licenced radio frequencies used to link between the dispatch and the tower system to deliver the radio and page signals to the VHF equipment that broadcasts to the fire radio and pagers.
- 15) **VHF** – Very High Frequency – licenced frequencies used by fire radios and pagers to communicate.
- 16) **Voter/Controller** – a device that automatically selects the best received signal from multiple tower sites and then rebroadcasts that signal to be transmitted out to multiple tower sites.

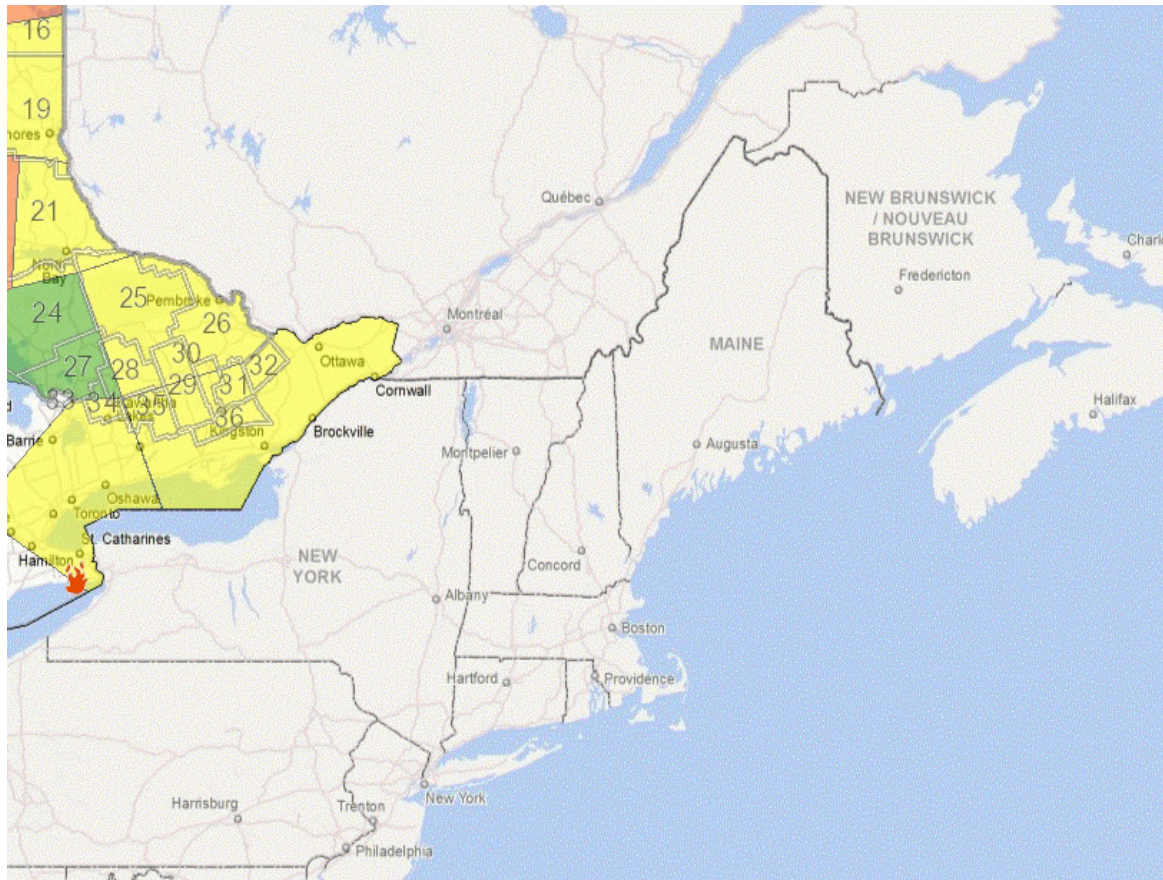
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Appendix "A"





ITEM/ACTIVITY		OWNER	DELIVERABLES/STATUS	
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**Fires**

-  New
-  Active
-  Out

**AFFES Facilities**

-  Fire Management Centres - Provincial
-  Fire Management Centres - Regional
-  Fire Management Headquarters

**Forest Fire Danger Ratings**

-  Extreme
-  High
-  Moderate
-  Low
-  Not Available
-  Monitoring Stations
-  Wawa Fume Kill
-  Current Restrictions
-  Restricted Fire Zone
-  MNR District
-  Fire Management HQ Area

July 11, 2016

ITEM/ACTIVITY		OWNER	DELIVERABLES/STATUS	
Opportunity (Priority)	Action (Issued Date)	Responsibility (Due Date)	Status	