



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

Time Started: 6:00 pm

Date: Aug29/16

Time Adjourned: 9:00 PM

Ref.: Station 1 Glasgow

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				
Capt. Wolfe	X				

Must attend all meetings or send a representative

Distribution List	Attendee	Please attend next meeting

Fire Chief
CAO
Fire committee

Next Meeting TBD

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	

Minutes Adopted		Agenda		
		<ul style="list-style-type: none"> Review minutes - general items 		
GENERAL Issues/opportunities		<ul style="list-style-type: none"> 		
District chief require email addresses/ business cards with address	Chief is looking into this	CHIEF Hartwick	<ul style="list-style-type: none"> COMPLETE 	
Protocol for Funeral services	Need to revise protocol	Safety Officer	<ul style="list-style-type: none"> Safety officer is going to review 	
Need to standardize check sheets	Station 2 to sheets will be used	District Chiefs	<ul style="list-style-type: none"> Station 1&3 are currently working it 	
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"> Pricing on metering boards 	
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"> COMPLETE 	
Warn ticket books are outdated	Chief to design new book	Chief Hartwick	<ul style="list-style-type: none"> in work 	
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"> Each pumpers hose will be tested on different Saturdays during the summer and pump ops will also be done at this time 	
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"> COMPLETE 	
Overhead doors need to be inspected and maintenance done	Have inspections done at all halls	Chief Hartwick	<ul style="list-style-type: none"> Reports will be looked at budget time 2017 	
9862 needs to be standardized	Form a committee of 4	Chief Hartwick	<ul style="list-style-type: none"> Committee picked and Capt Barsoski is the lead on this project and will report to Chief Hartwick 	

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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"> Draft copies given to officers and will be revisit at LATER Meeting 	
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1.0 Station 1 -		District Chief Mohns Capt. Murray	<ul style="list-style-type: none"> MORALE HALL TRUCKS 	
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Battery in the HUD	Replace all batteries	Captain Murray	<ul style="list-style-type: none"> COMPLETE 	
SCBA batteries need to be changed	Replace batteries	Captain Murray	<ul style="list-style-type: none"> Each station captain will check the batteries at the next station practices and report back to Chief 	

2.0 Station 2		District Chief Nicholson Capt. Barsoski	<ul style="list-style-type: none"> MORALE HALL TRUCKS 	
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station 2 furnaces	get quotes	District Chief Nicholson	<ul style="list-style-type: none"> Quotes to submit to Chief NEED TO CONTACT FOR MORE INFO 	
			<ul style="list-style-type: none"> 	

3.0 Station 3		District Chief Vallier Capt. Herbert	<ul style="list-style-type: none"> MORALE HALL TRUCKS 	
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9616 requires refurb in 2016	Create document to complete tis action	Chief Hartwick	<ul style="list-style-type: none"> BODY WORK COMPLETE PAINT THE WEEK OF SEPT 12/16 	
			<ul style="list-style-type: none"> 	

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4. Capital projects		Fire Chief/Deputy Chief •		
Station 1 needs more space on apparatus floor	Work with public works director to see if this feasible	CHIEF Hartwick	• REPORT HAS BEEN RECEIVED	
			•	
5. Fire Prevention		CAPT. Barsoski •		
<i>Fire extinguisher day</i>	<i>White lake trailer parks</i>	<i>Prevention educators</i>	<i>COMPLETE</i>	
7. INSPECTIONS		Deputy Chief •		
<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>	
9. TRAINING Committee		trainers •		
Chief is looking at filling the vacant Training officers position	Create the posting for the position	CHIEF Hartwick	• COMPLETE and STUART WOLFE accepted the position	
10. Attendance		ALL OFFICERS •		
<i>THREE firefighters have resigned</i>	<i>Chief needs to discuss hiring with senior officers</i>	CHIEF Hartwick	<i>Chief is working this issue and will have it completed by end of September.</i>	

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11. TESTING		ALL OFFICERS		•	•
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			

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