

**Town of Fort Frances**  
**Fire & Rescue Service Steering Committee**  
**Terms of Reference**

**Purpose**

The purpose of the Town of Fort Frances Fire & Rescue Service Steering Committee is to review matters associated with the operations and level of service, which the Fort Frances Fire & Rescue Service currently provides to the citizens of Fort Frances.

**Functions**

The main objectives of the Operational Review of Fire & Rescue Services Committee

- 1) Review existing operational elements such as staff scheduling and training to better understand the current level of operational services provided by the Fire & Rescue Service, with the goal of ensuring that an adequate staffing level is retained, while employing the most cost effective and efficient approach for the delivery of enhanced inspections services and reduced liabilities.
- 2) Review existing Bylaw No. 31/10 (for the provision of Fire & Rescue Services - passed May 25, 2010) immediately with consideration for amending some of the existing prescribed services in order to reduce liabilities, and/or updating of the reporting procedures by the Fire Chief. (Examples might be the elimination of rope rescue and confined space services).
- 3) Upon receipt of the completed Fire Protection Services operational audit report by the Office of the Fire Marshal, a thorough review of the report will be conducted with the expectation of amending the existing fire services by-law to meet the needs of the community in the most cost effective manner while ensuring compliance with all applicable regulations & legislation.
- 4) Review the voluntary tiered response activation agreement with RRDSSAB along with existing response statistics to ensure that the Fire & Rescue Service is responding adequately and identifying the tiered response is being properly utilized in accordance with the terms of the current agreement. (December 11, 2006. - 10.5 years old). Determine if the existing agreement has created certain difficulties for RRDSSAB in their pursuit of obtaining additional ambulance services for our community. Ensure that an action plan is developed and approved by Council, to determine if the tiered response agreement should be revised or terminated.
- 5) Review the Fire Underwriters Survey Report to identify any amendments which may be necessary to ensure that a revised by-law is in place which meets the needs of the community in the most cost effective manner, while ensuring compliance with all applicable regulations & legislation.

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**Steering Committee Composition:**

The Steering Committee will consist of: Mayor: Roy Avis; Councillor June Caul, Councillor Ken Perry, Doug Brown, CAO and Tyler Moffitt, Fire Chief/CEMC

**Steering Committee Term**

The steering committee will remain in place until council approves the recommendations or such time as the committee is formally disbanded.