

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

AGENDA - June 2, 2020 - NOON

[Join Microsoft Teams Meeting](#)

[+1 807-701-5975](#) Canada, Thunder Bay (Toll)

Conference ID: 534 048 591#

MEETING - Committee Room and Via Skype

Session # 8

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1. <u>Call to Order</u>	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u>	
3.1 Session No. 7 dated May 5, 2020.	2 - 3
4. <u>Items Referred from Council</u>	
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5.1 357-358 Application for Tax Adjustment - McIrvine Road (2019) Roll 5912-010-18002-0000	6 - 9
5.2 Procedural Bylaw Review Part Five.	10 - 16
6. <u>Information</u>	
6.1 Fort Frances Fire and Rescue Services - April 2020 Report.	17 - 18
6.2 Fort Frances Fire and Rescue Services - 2019 Annual Report.	19 - 26
7. <u>Adjourn / Next Meeting Date</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 7

May 5, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room and virtually to members off-site on May 5, 2020 from Noon. to 12:57 p.m. Roll Call was completed by Councillor W. Brunetta to confirm all attendees.

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, J. Holliday, Deputy Treasurer, J. Forbes, Human Resources Manager, E. Slomke, Clerk, J. Hughes, Information Technology Manager, K. Lawson, Deputy Clerk

1. **Call to Order - Noon**
2. **Disclosure of pecuniary interest and the general nature thereof - no items identified**
3. **Approval of Previous Committee Minutes**

3.1 Session No. 6 dated April 21, 2020.

Hallikas-Judson: Approved as presented.

CARRIED

4. **Items Referred from Council - none identified**
5. **New Business**

- 5.1 Request from Councillor Judson - Broadcasting~Video of Council Meeting.
Councillor Judson advised that during the August 2019 AMO Conference, he met with representatives from Shaw Cable. As a result of those conversations he was looking to determine if staff could look into options for the recording of online meetings. A brief discussion was held. Committee recommended that the IT Manager investigate options for recording and possibly archiving footage for later use.
- 5.2 Annual Policy Review - Health and Safety Policy; Workplace Harassment Policy and Workplace Violence Policy.
J. Forbes, Human Resources Manager was in attendance to provide an overview of the documents. Committee recommended approval of the policies as presented.

5.3 Procedural Bylaw Review Part 4

E. Slomke, Municipal Clerk was in attendance to provide an overview / clarification of this portion of the proposed Procedural By-Law. Members provided direction to the Clerk which will be included in the final draft document once completed for final presentation to Council.

5.4 Coverage for Information Technology Support Services.

J. Hughes, IT Manager was in attendance provide an overview of his report. Jeremy advised he will be furthering discussions on this matter with the Fort Frances Public Library and Technology Centre.

6. Information

6.1 2020 Draft General Fund Budget - Actual to April 17, 2020. - received as information.

7. Adjourn 12:57 p.m. / Next Meeting Date - May 19, 2020

Executive Committee Chair

D. Brown, CAO

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: May 28, 2020
SUBJECT: Rainy River Vet Services Committee

BACKGROUND

At the May 25, 2020 Council meeting, the letter of request for financial contribution from the Rainy River Vet Services Committee was referred to the Administration and Finance Executive Committee. As in previous years, the money goes towards the Vet Contracts that they have, which provides service to all farmers. If nobody pays, the farmer would be charged more as the contract covers mileage for the vets.

The Rainy River Vet Services is requesting \$650.00 for the Vet Assistance Trust Fund. The Town has supported this Rainy River District project and has made annual contributions since 2002 (or earlier based on information provided by Kim Jo) and it has been expensed from the Council Public Relations budget line. In 2019, the committee felt that as a District initiative that indirectly supports Fort Frances.

Rainy River Veterinary Services Committee
c/o Kim Jo Bliss
R.R. # 2
Emo, ON P0W 1E0
807-275-9706 (cell)
kimjobliss@gmail.com

May 14th, 2020

Clerk-Treasurer
Town of Fort Frances
P.O. Box 38 320 Portage Avenue
Fort Frances, ON P9A 3P9
town@fortfrances.com

Dear Town of Fort Frances;

Hello! I hope this finds you all well.

This is your bill for the Vet Assistance Trust Fund. The fees are the same as they have been in the past.
Your portion of the fee is a flat fee of \$650.00.

For your information, The Town of Rainy River, Atikokan and Fort Frances are charged a flat fee. Other Municipalities are charged .35cents per capita and farmers in the unincorporated townships are charged \$5.00 per farm. If these fees are not paid, the Veterinary Clinics are notified and can charge the producers the unsubsidized fees.

Thank you for your continued support towards this fund. We are excited that after many years of asking for our 2nd contract back we were successful this year. We are now fortunate that both Nor-West Animal Clinic and Kingsford Veterinary Service have a full contract.

If you have any question, please don't hesitate to reach out to me or our Chair of the Committee Tom Morrish.

Stay safe friends.

Kim Jo

Kim Jo Bliss
Treasurer – Rainy River Veterinary Services Committee
*Cheques can be made payable to the Rainy River Vet. Services Committee

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: May 29, 2020

SUBJECT: 357/358 Applications for Tax Adjustment Re: Mclrvine Road
(2019) Roll# 5912-010-001-18002-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment for 2019 taxes for Mclrvine Road resulting from the purchase of the property by the Town of Fort Frances, which is exempt from paying taxes.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

357 Applications

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
13	2019	1.1.18002	-89,709	CU	0.02743712	0.00927809	-87.66					-29.64		-117.30

Batch: HH04142020TOFF

Tax
Rate Code Description

Rate Code Description	Levy Amount
Education-Commercial Vac Unit	-\$29.64
Municipal-Commercial Vac Unit	-\$87.66

Levy Total	-\$117.30
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*** E N D O F R E P O R T ***

SECTION ☒ 357 / ☐ 358 / ☐ 359 APPLICATION
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/Appeal #:

Taxation Year:

2019

Municipality: TOWN OF FORT FRANCES Roll Number: 59-12-010-001-180-22
 Property Address: MCIRVINE RD Applicant Name: TOWN OF FORT FRANCES
 Owner Name: TOWN OF FORT FRANCES Contact Number: 807-274-5323
 Mailing Address: 320 PORTAGE AVE Alternative Number: _____
FF ON P9A 3P9 Email Address: _____

Reason for s357 application: (Check one box – applicable to s357 only)

- ☐ Ceases to be liable for tax at rate it was taxed – 357(1)(a) ☐ Became vacant or excess land – 357(1)(b)
☒ Became exempt – 357(1)(c) ☐ Sickness or extreme poverty – 357(1)(d.1)
☐ Razed by fire, demolition or otherwise – 357(1)(d)(i) ☐ Mobile unit removed – 357(1)(e)
☐ Damaged and substantially unusable – 357(1)(d)(ii) ☐ Gross or manifest clerical/factual error – 357(1)(f)
☐ Repairs/Reno's preventing normal use (min. 3 months) – 357(1)(g)

Details of Reason for s357, s358 or s359 application:

DECEMBER 19, 2019 PURCHASED BY TOWN OF FORT FRANCES
 Effective from: 12.19.19 to 12.31.19 Applicant Signature: Doug Brown Date: 01.28.2020
 (MM/DD/YY) (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				TREASURER'S RECOMMENDATION TO COUNCIL				
Assessment Roll As Returned		Revised Since Roll Return <input type="checkbox"/> Enter Revisions Below		Assessment Report School Bd: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other <input type="checkbox"/> No Change in Assessment <input type="checkbox"/> S357 Required for Next Year				
RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
CU			89,709					
Revised:				Reason for Change: _____ _____ _____				
Reason Original Assessment Revised: _____								

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended : ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount _____

Comments: _____

Treasury Position: _____ Signature: _____ Date: ____/____/____

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY): ____/____/____

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: _____

Appeared for Applicant: _____ Appeared for Municipality: _____

Signature of Council/ARB Member: _____ Name/Title: _____

May 27, 2020

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Procedure By-law Review – Part 5

1) PARLIAMENTARY PROCESS - MOTIONS

23.1 Motions in writing

Except as provided elsewhere in this by-law, all motions shall be in writing and shall be signed by the mover and seconder.

23.2 Procedural Motions

In Council, the following procedural motions may be introduced verbally, without notice and without leave, except as otherwise provided by this by-law:

- a) A point of order or privilege;
- b) To close debate;
- c) To adjourn;
- d) To suspend the rules of procedure;
- e) To table;
- f) To postpone definitely (deferral motion with a specified date/meeting);
- g) To refer;
- h) To amend;
- i) To postpone indefinitely (deferral motion without specifying a date/meeting);
- j) Any other procedural motion.

23.3 Withdraw a Motion

The mover and seconder may withdraw a motion at any time prior to it being read by the Presiding Officer.

23.4 Motion in Possession of Council

After a motion has been read or stated by the Presiding Officer, it shall be deemed to be in possession of Council, but may be withdrawn by the mover and seconder at any time before being voted on with the concurrence of Council.

23.5 Motion under Consideration

When a motion is under consideration, no other motion shall be received except a procedural motion or a motion to amend.

23.6 Motion put to the Vote

After a motion has been put to vote by the Presiding Officer, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result has been declared.

23.7 Descriptive Characteristics of Motions

Appendix "AA" (attached to this report) forms part of this by-law and shall describe the form and standard descriptive characteristics of motions commonly used in Council. (in all cases related to motions, Council of the Town of Fort Frances will defer to Robert's Rules of Order, current edition)

Motion for Reconsideration

23.23 Reconsideration – majority of Council – same meeting

Any matter decided upon by the Council, may be reconsidered at the same meeting that it was originally dealt with, by majority vote of Members present and voting.

23.23.1 Any Member voting on the prevailing side of the original vote, or one who did not vote may introduce a motion for reconsideration.

23.23.2 There shall be no discussion on the main question permitted until the motion for reconsideration is adopted.

23.24 Motion to reconsider adopted

If a motion to reconsider has been adopted, it temporarily nullifies the previous decision and places the meeting back at the point prior to taking the vote on the original motion as adopted.

23.24.1 If a motion to reconsider has been adopted at a meeting, then consideration of the original main motion (as adopted) shall become the next order of business.

23.24.2 The main motion originally voted on is once again pending; procedurally, it is considered a newly made motion.

23.25 Reconsideration – 2/3 vote – previous decision at subsequent meeting

If a motion to reconsider a previous decision of Council is received at a subsequent meeting, it requires an affirmative vote of 2/3's of the members present.

23.25.1 Any member who was present at the meeting and who voted in the majority (prevailing side) when the decision was made or who was not present at the meeting when the decision was not made may introduce a motion for reconsideration.

23.25.2 There shall be no discussion on the main question permitted until the motion for reconsideration is adopted.

23.25.3 If a motion to reconsider has been adopted, follow steps outlined in 23.24.

23.26 Reconsideration – only once

No motion or report shall be reconsidered more than once.

23.27 Reconsideration – not permitted

A matter cannot be reconsidered in the event actions have been taken that, if reversed, would cause undue harm to persons that have relied on the original decision or, in the event that reconsideration would expose the Town of Fort Frances to liability.

- 2) The template was compiled by AMCTO and taken from best practices across the province and is reflective of new legislative changes. More definitions may be added to this list once I pull all the previously considered pieces together into one document.

DEFINITIONS

Abstention

“Abstention” means a refusal to vote either for or against a proposal.

Act

“Act” means the *Ontario Municipal Act, 2001*, as amended from time to time.

Adjourn

“Adjourn” in an unqualified manner, means that the adjournment is effective immediately.

Ad Hoc Committee

“Ad Hoc Committee” means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when their recommendations upon the specified initiative or matter have been provided, and dealt with by Members of Council and further recommendations are no longer required.

Advisory Committee

“Advisory Committee” means a committee appointed by Council to act in an advisory capacity to Council on operational and strategic issues during the full term of Council.

Chair

“Chair” means the Mayor or Deputy Mayor or Chairperson is the person in a meeting who is actually presiding at the time that the meeting is being held.

Chief Administrative Officer

“Chief Administrative Officer”, means the Chief Administrative Officer (CAO) of Town of Fort Frances designated by By-law.

Clerk

“Clerk” means the Clerk of Town of Fort Frances authorized by the *Municipal Act* and appointed by By-law.

Closed Meeting

“Closed Meeting (or In-Camera)” means a meeting or part of a meeting that is closed to the public to consider matters authorized under the Municipal Act or another enabling Statute.

Committee of the Whole

“Committee of the Whole” means a meeting of Elected Members of Council, the device to enable the Members to give detailed consideration to a matter(s) under consideration and greater means to discuss the matter(s).

Council

“Council” means Elected Members of Council of the Town of Fort Frances whom were elected by registered voters or who have been appointed by virtue of a vacancy.

Debate

“Debate” means a discussion to put forth reasons for or against, in which a difference of opinion may be expressed.

Deputy Mayor

“Deputy Mayor” means the Member of Council appointed by resolution to act from time to time in the place and stead of Mayor.

Electronic Participation

“Electronic Participation” shall mean participation in a meeting from a location other than that at which the meeting is physically being held by means of telephone, internet or other electronic as may be decided upon by Council from time to time.

Executive Committee

“Executive Committee” means a committee representing one of the divisions of the Town, which meets regularly to provide recommendations to Council and is comprised of three members of Council, the Mayor as ex-officio and Administrative staff.

Local Board

“Local Board” means a municipal service board, public library board, board of health, police services board, planning board, or any other board commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

Meeting

“Meeting” means any regular, special, or other meeting of a Council, of a local board or of a committee of either of them where a quorum of Members is present and Members

discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

Members

“Members” means an Elected Member of the Council of Town of Fort Frances.

Municipal Corporation

“Municipal Corporation” means the Corporation of the Town of Fort Frances.

Point of Information

“Point of Information” means a request through the Chair, for information relevant to the business at hand, but not related to parliamentary procedure.

Point of Order

“Point of Order” means a matter that a Member considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council.

Portal

“Portal” means the electronic community gateway used by the Town of Fort Frances to provide the public access, information and notice related to Council, Council meetings and supporting documentation.

Question of Privilege

“Question of Privilege” means a matter that a Member considers to question their integrity or the integrity of Council, which relates to the rights and privileges of the assembly or any of its Members to be brought up for possible immediate consideration because of its urgency.

Recorded Vote

“Recorded Vote,” means the making of a written record of the names and the vote of each Member who votes on a formal question.

Standing Committee

“Standing Committee” means a committee appointed by Council that has a continuing existence from one term of Council to another.

Seal

“Seal” means the authenticating seal of Town of Fort Frances.

Ranking	MOTION	CLASS 1	IN ORDER WHEN ANOTHER HAS THE FLOOR	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED FOR ADOPTION	CAN BE RECONSIDERED
1	Fix the time to which to Adjourn	P	No	Yes	No	Yes	Majority	Yes
2	Adjourn	P	No	Yes	No	No	Majority	No
3	Recess	P	No	Yes	No	Yes	Majority	No
4	Privileged Question	P	Yes, but should not interrupt a person who has begun to speak, unless unavoidable	No; but if the question of privilege thereby raised is in the form of a motion, the motion must be seconded.	No	No	Admissibility of question is ruled upon by Chair	No
5	Orders of the Day	P	Yes	No	No	No	Must be enforced on demand of one member unless set aside by a two-thirds vote	no
6	Lay on the Table	S	No	No	No	No	Majority	Negative vote only ²
7	Previous Question	S	No	Yes	No	No	Two-Thirds	Yes; but if vote was affirmative, only before any vote has been taken under it. ⁴
8	Limit or Extend Debate	S	No	Yes	No	Yes	Two thirds	Yes; but if vote was affirmative only unexecuted part of order ⁴
9	Postpone to a certain time	S	No	Yes	Yes	Yes	Majority unless it makes a question a special order.	Yes ³
10	Commit, Refer or Recommit a pending	S	No	Yes	Yes confined to its merits only	Yes	Majority	If committee has not begun work on the matter

¹ Classification Symbols: M – main motion; S – subsidiary motions; P – privileged motions; I – incidental motions; B – motions that bring a question again before the assembly; B/B – incidental main motions classed with motions that bring a question again before the assembly.

² A negative vote on this motion can be reconsidered only until such time as either (a) progress in business or debate has made it essentially a new question, or

(b) something urgent has arisen that was not known when the assembly rejected the motion.

³ A negative vote on this motion can be reconsidered only until such time as progress in business or debate has made it essentially a new question.

question							
11	Amend a pending motion	S	No	Yes	If motion to be amended is debatable ⁴	Yes	Majority
11	Amend an amendment of a pending motion	S	NO	YES	If motion to be amended is debatable ⁵	NO	Majority
12	Postpone Indefinitely	S	No	Yes	Yes	No	Majority
13	Main Motion	M	No	Yes	Yes	Yes	Majority

⁴ Debate on motion must be confined to *its* merits only, and cannot go into the main question except as necessary for debate of the immediately pending question.

⁵ Debate on motion must be confined to *its* merits only, and cannot go into the main question except as necessary for debate of the immediately pending question.



FIRE RESCUE SERVICE

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APRIL 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2020:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
10.6	0	0	43	0	0	4	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
4	0	1	2	0	0	0	0

TEAM MEMBERS RESPONDED TO ONLY 11 EMERGENCY RESPONSE CALLS DURING APRIL 2020.

Total Hours:

- **10.6 Hours** was spent on responding to emergency incidents.

Time of Day:

During this month, **73%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **27%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

Since March 13, 2020, fire prevention inspections have been suspended due to the COVID-19 pandemic.

Fire Response Calls: 4 Fire Calls.

One fire call was caused by ashes from a woodstove, which caught some grass on fire. Another fire call was the result in water backing up into a basement, which caused a furnace motor to short out.

We also responded to a fire call, which involved the careless disposal of smoking materials in a garbage can inside a residence.

Meanwhile, our team responded to a structure fire on Kings Highway, which saw 5 full-time firefighters, 8 volunteer (part-time) firefighters, the Fire Chief, and two pumper trucks respond to the scene. As well, due to the quick response of our team members, the fire was quickly knocked down. Thanks goes out to all team members who responded. Well done!



FIRE RESCUE SERVICE

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APRIL 2020 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Fire Alarms: 4 False Fire Alarm Calls.

(CO) Carbon Monoxide / Gas Leak Calls: 1 False Natural Gas Call, and 1 actual Natural Gas Leak.

Water Related Rescue Calls: 1 Call, which ended up being cancelled.

Public Fire Safety Education:

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.

This month we thank Dan DeGagne of Sunset Protection Systems for his continuing support of Public Fire Safety Education in the Town of Fort Frances. Well done Dan!

FORT FRANCES & FIRE RESCUE SERVICE

TOTAL FIRE BAN



The Chief Fire Official has declared
a Restricted Fire Zone - Total Fire Ban
in the Town of Fort Frances.

This Fire Ban applies to all open-air fires
including all fire pits, cook stoves, and campfires
that use solid fuels such as wood or charcoal.

This action is in response to the **COVID-19 pandemic**
and the need to maintain **physical distancing**.



SUNSET PROTECTION SYSTEMS

Dan DeGagne

PHONE 807-270-5625 www.sunsetsystems.ca

Fire Alarms • Fire Extinguishers
Suppression Systems • Cameras
Security Alarms • Access Control



FORT FRANCES FIRE RESCUE SERVICE

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2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Message from the Fire Chief/CEMC



It is a true honour to present the Fort Frances Fire Rescue Service 2019 Annual Report. 2019 was a productive year for our community's Fire Rescue Service; I am proud of all the hard work our team members have put in, and the many accomplishments we have achieved throughout the course of the year.

As we look towards 2020 as being a very challenging year, we must look back at 2019 as being a successful year.

We could not provide our level of service without the aid and assistance of all our community partners and Town Divisions. I would like to thank everyone who was a part of helping us serve our Town residents, businesses, and visitors in 2019.

Our Fire Rescue Service Team Members are truly committed to safely protecting life, property, the environment, and the economy of the Town of Fort Frances through Public Fire Safety Education, Fire Safety Inspections and Initiatives, and when all else fails ... Emergency Response.

This report provides a glimpse into the daily operations of our Fire Rescue Service. It is always an honour and a privilege to open the doors of our organization to the people we serve with Pride & Honour.

Meanwhile, I am a long-time resident of the Town of Fort Frances. My roots and background run deep within our town's Fire Rescue Service; I have truly enjoyed serving my community for over 33-plus-years.

Sincerely,

Tyler Moffitt



FORT FRANCES FIRE RESCUE SERVICE

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2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

2019 Team Members – Fort Frances Fire Rescue Service

Name	Rank
Tyler Moffitt	Fire Chief/CEMC
Dave Crichton	Captain of Apparatus and Equipment
Wayne Riches	Captain of Fire Prevention and Education
Rob Dokuchie	Captain of Training
Doug Wright	1st Class Firefighter
Gavin Payne	2nd Class Firefighter
Brad Townson	3rd Class Firefighter
Daryl Eyolfson	Part Time Firefighter
Greg Wiendenhoeft	Part Time Firefighter
Real DeGagne	Part Time Firefighter
Rob Smith	Part Time Firefighter
Mike Barlow	Part Time Firefighter
Tim Beaulne	Part Time Firefighter
Tyler Yatchuk	Part Time Firefighter
Jarid Sandelovich	Part Time Firefighter
Kyle Pace	Part Time Firefighter
Jeff Rousseau	Part Time Firefighter
Kevin Douse	Part Time Firefighter
Andrew Roth	Probationary Part Time Firefighter
Marc-Andre Michon	Probationary Part Time Firefighter
Richard Levesque	Probationary Part Time Firefighter

Emergency Response Calls for 2019

Note: The Miscellaneous Fire category includes cooking or pot/pan on stove fires, electrical equipment fires, electrical pole fires, ignition of fumes, dumpster fires, chimney or flue fires, grass, and rubbish fires. The Miscellaneous Calls category includes power lines down, and/or arcing, flood in buildings, public assistance, gas, fuel, oil leaks, etc. The following two graphs shows the Total Incidents Per Year (2014 – 2019) and our 2019 Emergency Response Calls by event type.



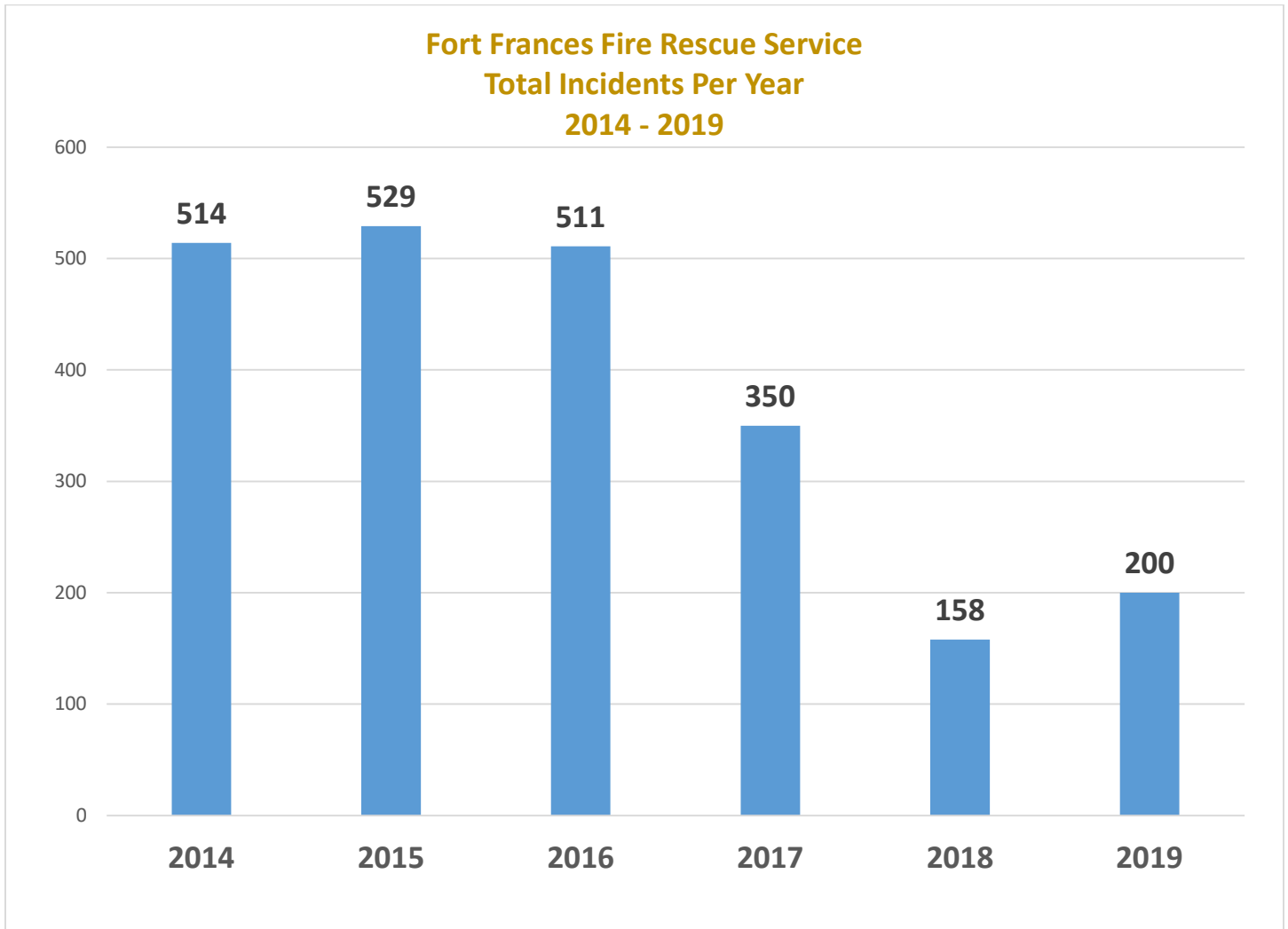
FORT FRANCES FIRE RESCUE SERVICE

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2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



Note: The 3-year average for **Total Incidents** from **2014 – 2016** was **518 Total Incidents**. As you can see, after serving as Fire Chief/CEMC for just over 3-years ... the 3-year average for **Total Incidents** from **2017 – 2019** dropped significantly to **236 Total Incidents**. Our Fire Rescue Service has reduced our **Total Incidents** by **120%** ... as compared to the previous 3-years. This achievement is the result of new leadership, as well as dedicated people (team members) who were willing to adapt to change, work hard, and who continuously looked to improve and meet the needs of the community.



FORT FRANCES FIRE RESCUE SERVICE

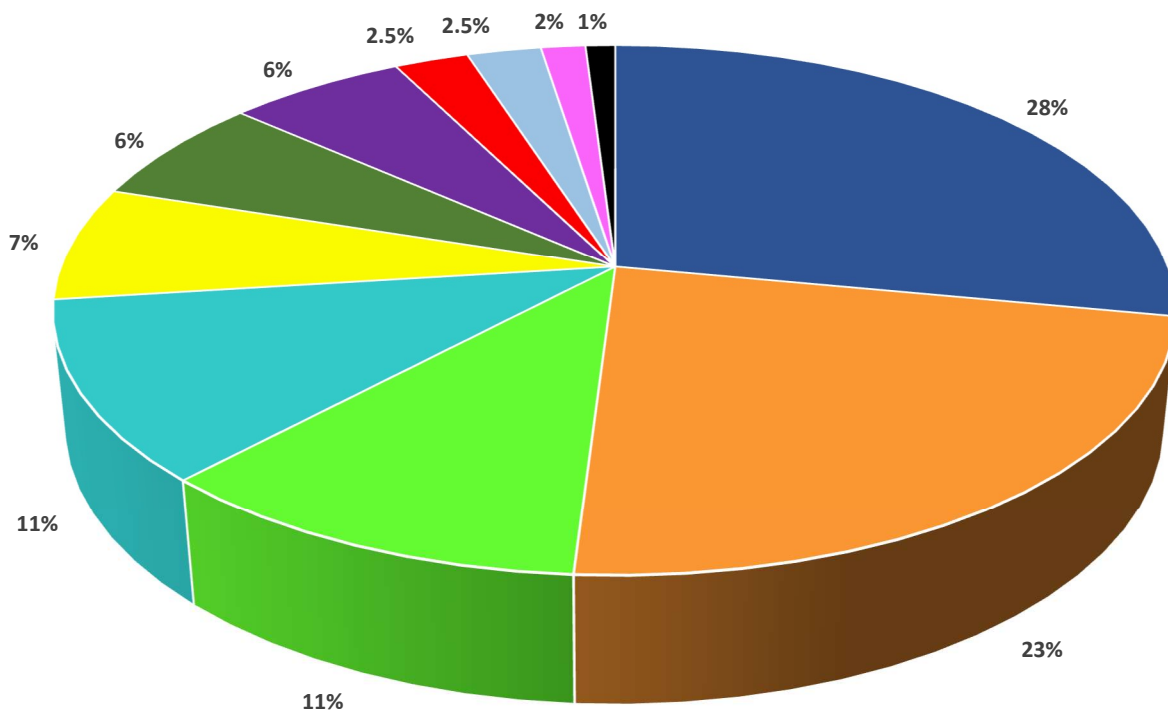
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2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

2019 EMERGENCY RESPONSE CALLS



- | | |
|-----------------------------|-------------------------|
| ■ EMS Calls | ■ False Alarms |
| ■ Miscellaneous Fires | ■ Vehicle Crashes |
| ■ Miscellaneous Calls | ■ Carbon Monoxide Calls |
| ■ Natural Gas Leaks | ■ Structure Fires |
| ■ Water Related Calls | ■ Vehicle Fires |
| ■ Hazardous Materials Calls | |



FORT FRANCES FIRE RESCUE SERVICE

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2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

2019 Breakdown of 200 Emergency Response Calls	
EMS (Emergency Medical Services) Calls	56
False Alarm Calls	46
Miscellaneous Fires	22
Vehicle Crashes	22
Miscellaneous Calls	14
Carbon Monoxide Calls	13
Natural Gas Leaks	12
Structure Fires	5
Water Related Calls	5
Vehicle Fires	3
Hazardous Materials Calls	2

2019 Percentage Breakdown of 200 Emergency Response Calls

In **2018**, our team members responded to **158** Emergency Response Calls. For **2019**, we responded to **200** Emergency Response Calls, which is a **26%** increase in calls as compared to **2018**. **Note:** In **2018**, there were no structure fires, which was a historic accomplishment for the Town of Fort Frances. Unfortunately, in **2019** there were **five structure fires**.

EMS Calls: Accounted for **28%** of our calls. In comparison, for 2017 there were 208 EMS calls. For 2018, there were 28 (180 less than in 2017) EMS calls. For 2019, our EMS calls doubled as compared to 2018.

False Alarms: Accounted for **23%** of our calls.

Miscellaneous Fires: Accounted for **11%** of our calls.

Vehicle Crashes: Accounted for **11%** of our calls.

Miscellaneous Calls: Accounted for **7%** of our calls.

Carbon Monoxide Calls: Accounted for **6%** of our calls.

Natural Gas Leaks: Accounted for **6%** of our calls.

Structure Fires: Accounted for **2.5%** of our calls.

Water Related Calls: Accounted for **2.5%** of our calls.

Vehicle Fires: Accounted for **2%** of our calls.

Hazardous Materials Calls: Accounted for **1%** of our calls.



FORT FRANCES FIRE RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



2019 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Fire Safety Inspections ... we inspect to correct

A total of **231** Inspections / Re-inspections were completed in 2019, which is an **8.5% increase** from last year 2018 (213 Inspections / Re-inspections). In comparison, 2019 stats were a **34% increase** from 2017 (172 Inspections / Re-inspections), and a **172% increase** from 2016 (85 Inspections / Re-inspections).

2019 Achievements & Accomplishments

1. Continuously improved our Fire Safety Inspection Program.
2. Placed six new breathing apparatus air cylinders into service.
3. Placed new Air Monitors & Testing/Charging Station into service.
4. Brad Townson achieved his NFPA 1002 Pump Operator certification.
5. Fulltime Team Members re-certified their First Responder certification.
6. Successfully tendered for a new pumper fire truck to be delivered in 2020.
7. Had a successful Fire Safety Education Program for the year and Fire Prevention Week.
8. Mike Barlow and Tyler Yatchuk achieved their NFPA 1041 Fire Instructor Level I certification.
9. Successfully received and placed the new back-up generator at the Fort Frances High School.
10. Completed fire safety inspections and supervised fire drills at all vulnerable and care occupancies.
11. Brad Townson, Mike Barlow, and Tyler Yatchuk achieved their NFPA 1021 Fire Officer Level I certification.
12. Installed bunker gear washer-extractor and bunker gear drying machine to ensure that contaminated bunker gear is safely and properly cleaned and decontaminated.
13. Last August 2018, Wayne Riches and Doug Wright attended the Grimsby Regional Training Centre in Grimsby, Ontario for a NFPA 1033 Fire Investigator course. It was a lengthy process as we needed actual structure fires to investigate, which in 2018 we did not have any. In 2019, we had five structure fires to investigate. Wayne Riches and Doug Wright submitted their final assignments to the Ontario Fire College and were both successful in attaining their NFPA 1033 - Fire Investigator certification.

Public Fire Safety Education / Public Events / Public Service / Highlights

Weekly Fire Safety Tips were printed in the Thursday edition of the Fort Frances Times Bulletin. As well, Fire & Life Safety Tips were posted on our towns official Facebook Page on a weekly basis. Meanwhile, the following are some photos of our team members engagement with the people within our community ... who we serve with Pride & Honour:



Team members partnered with the Watten Fire Department and visited the local Sparks and Brownies



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Business & Community Expo 2019 – Fort Frances Curling Club



July 1st Parade



Recreation Program Crew – Fort Frances Fire Hall



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Fire Prevention Week and Fire Safety Day – Canadian Tire



November 11th Ceremonies



Christmas Hampers – Salvation Army