

# TOWN OF FORT FRANCES

## Administration and Finance Executive Committee

### AGENDA - April 16, 2019 - NOON

#### MEETING - Committee Room, Civic Centre

#### Session No. 9

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
  - 4.1 Session #8 dated April 2, 2019. 2 - 3
5. **In-Camera**
6. **Items Referred from Council**
  - 6.1 Ducks Unlimited Canada Request. 4 - 6
  - 6.2 Fort Frances High School Chem Free Grad Party Donation Request. 7 - 8
7. **New Business**
  - 7.1 2019 Schedule of Fees Amendment (Emergency Response Cost Recovery). 9 - 10
  - 7.2 P.O.A. Audited Statements for the year ending December 31, 2018. 11 - 19
  - 7.3 Health and Safety Policy - Annual Review. 20 - 21
8. **Non-agenda Items**
9. **Information**
  - 9.1 Fort Frances Fire & Rescue - March 2019 Report. 22 - 23
  - 9.2 Fort Frances Fire & Rescue - 2018 Annual Report. 24 - 29
  - 9.3 2019 Reserve Funds - 1st Quarter. 30
10. **Adjourn / Next Meeting Date - May 7, 2019**

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 8

April 2, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on April 2, 2019 from Noon to 12:07 p.m.

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

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer and K. Lawson, Deputy Clerk

**1. Call to Order - Noon**

**2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting - no matters identified.**

**3. Disclosure of pecuniary interest and the general nature thereof**

- 3.1 Mayor June Caul disclosed an interest in agenda item 7.1 stating that the training travel expense and per diem claim was hers. She did not participate in any discussion of the matter.

**4. Approval of Previous Committee Minutes**

- 4.1 Session #7 dated March 19, 2019.

Hallikas-Judson: Approved as presented.

CARRIED

**5. In-Camera - no matters identified**

**6. Items Referred from Council**

- 6.1 Rainy River District Music Festival Financial Request.  
- committee recommended authorizing a donation of \$100.00 to the Rainy River District Music Festival Association's 78th Festival of the Performing Arts taking place in April 2019.

**7. New Business**

- 7.1 Mayor June Caul - Training Travel Expense and Per Diem.  
- committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$487.00 as submitted by Mayor June Caul for her attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6-7, 2019.
- 7.2 357/358 Applications for Tax Adjustment re: 608 Scott Street (2018).  
- committee recommended approval of the adjustment of 2018 taxes under section 357/358 of the *Municipal Act* for property located at 608 Scott Street resulting from the change in classification of the property.
- 7.3 357/358 Applications for Tax Adjustment - 737 Scott Street (2018).  
- committee recommended approval of the adjustment of 2018 taxes under Section 357/358 of the *Municipal Act* for property located at 737 Scott Street resulting from the change of classification of the property.

- 7.4     357/358 Applications for Tax Adjustment - 1022 Colonization Road West (2018).  
- committee recommended approval of the adjustment of 2018 taxes under Section 357/358 of the *Municipal Act* for property located at 1022 Colonization Road West resulting from the property being damaged by fire.

**8.     Non-agenda Items - no matters identified**

**9.     Adjourn 12:07 p.m. / Next Meeting Date - April 16th, 2019**

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Executive Committee Chair

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D. Brown, CAO



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/38**

**TO:** Administration & Finance Executive Committee

**FROM:** Dawn Galusha, Treasurer

**DATE:** April 11, 2019

**SUBJECT:** Ducks Unlimited Canada Request

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**BACKGROUND**

At the April 8, 2019 Council Meeting, the attached Sponsorship Opportunity information package from Ducks Unlimited Canada, was referred to the Administration and Finance Committee for recommendation.

Ducks Unlimited Canada is looking for sponsorship partners in order to protect intact ecosystems, restore depleted landscapes, and conserve threatened resources. They have Sponsorship Opportunities ranging from \$300-\$499 for Bronze, \$500-\$999 for Silver and \$1,000-\$9,999 for Gold. This is the first request from Ducks Unlimited Canada that I can find for recent years.

# Sponsorship Agreement

Sponsor Name \_\_\_\_\_  
(as it should appear in print)

☐ Cash ☐ Gift-In-Kind Total Value \$ \_\_\_\_\_

☐ Yes, sponsor accepts gift ☐ No, sponsor declines gift

Event Date \_\_\_\_\_ Required-by Date \_\_\_\_\_  
(DD/MM/YYYY) (DD/MM/YYYY)

Chapter \_\_\_\_\_

Fundraising Manager \_\_\_\_\_

*Please note: when ordering, please ensure your "Required By" date allows adequate time for delivery.  
All gifts will be shipped directly to chapters for distribution by volunteers.*

Please return this form to your local DUC Representative:

Name \_\_\_\_\_

Contact \_\_\_\_\_

## Sponsors receive

- A work of art selected from Canada's premier collection of conservation-inspired artwork, DUC's National Art Portfolio
- Subscription to *Conservator* magazine, two issues annually
- Special offers on DUC Gear™ and exclusive discounts on products and services with our partners
- Charitable tax receipt

## CALL FOR SPONSORS

# Our wetlands. Our future.

# 2019



Ducks Unlimited  
Canada



# Canada's wetlands are vitally important to our quality of life.

- Wetlands slow the flow of water, reducing flood risks and mitigating the effects of drought.
- Wetlands purify water, ensuring continued access to clean, fresh water that's safe for drinking, growing food, cooking, cleaning and for recreation at our beaches, lakes and rivers.
- Wetlands provide habitat to birds, fish and wildlife, including the pollinating animals we count on for sustainable crop production.
- Wetlands store carbon, preventing the sudden release of carbon dioxide and other greenhouse gases into our atmosphere. This in turn regulates climate, and protects us from extreme temperatures and destructive weather events year-round.



## Sponsorship Opportunities

Ducks Unlimited Canada (DUC) is looking for sponsorship partners in your community.

Gold	Silver	Bronze
<b>Conserve</b> threatened resources.	<b>Restore</b> depleted landscapes.	<b>Protect</b> intact ecosystems.
<b>\$1000 - \$9999</b>	<b>\$500 - \$999</b>	<b>\$300 - \$499</b>
Make a long-term investment in wetland conservation.	Support on-the-ground wetland restoration efforts.	Help increase environmental protections for intact wetlands.

Talk to your local DUC Representative about the sponsorship package that's right for you or your business and the benefits of being a supporter. Cash or gift-in-kind sponsorships accepted. Sponsors whose gifts are valued at \$300 or more receive a framed print from DUC's National Art Portfolio.



Misty Retreat by John Zacharias  
Ducks Unlimited Canada Sponsor Print



**FFHS Chem Free Grad  
Fort Frances High School  
c/o Brian Gustafson  
440 McIrvine Road  
Fort Frances, ON  
P9A 3T8**



**Phone: 807-274-7747  
Fax: 807-274-5171**

**E-mail: [brian.gustafson@mail.rrdsb.com](mailto:brian.gustafson@mail.rrdsb.com)**

March 22, 2019

Fort Frances Mayor and Town Council  
320 Portage Avenue  
Fort Frances, ON  
P9A 3M5

Dear Mayor and Council:

Planning is currently underway for this year's FFHS Chem Free Grad party. A dedicated group of parents is already working to provide the best possible Chem Free Grad party for the graduates of Fort Frances High School. This will help guarantee a safe, alcohol and substance free environment in which to celebrate their children's high school accomplishments. As a committee, we rely on the support and generous contributions of the Fort Frances community and surrounding area. We thank the Town of Fort Frances for being one of these outstanding contributors year after year.

This year's FFHS Chem Free Grad Party will take place of Thursday, June 27, 2019. We are requesting a donation from the Town of Fort Frances equivalent to the cost of the rental fees for the arena and auditorium minus HST, totalling \$1015.60. If there are specifics required regarding the Chem Free Grad Party in order to process this request, please contact me by e-mail, phone, or mail using the information given above.

We thank you for your time and consideration in this matter.

Respectfully yours,

Brian Gustafson  
Staff Advisor – FFHS Chem Free Grad Committee

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: April 11, 2019**  
**SUBJECT: FFHS Chem Free Grad Party Donation Request**

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**BACKGROUND**

At the April 8, 2019 Council Meeting the letter received from the FFHS Chem Free Grad Committee requesting a donation was referred to the Administration & Finance Executive Committee for their recommendation.

The Fort Frances High School graduation and chem free grad party will take place at the Memorial Sports Centre. As indicated in the attached letter, the FFHS Chem Free Grad Committee is requesting a donation equivalent to the cost of the rental fees for the arena and auditorium, totaling \$1,015.62.

In the past Council has approved financial donations to the FFHS to offset their cost of the arena and auditorium rental fees and the Rainy River District School Board submitted an HST rebate for the FFHS Chem Free Grad rental expense.



**Report To:** Administration & Finance Executive Committee

**From:** Tyler Moffitt, Fire Chief/CEMC

**Date:** April 11, 2019

**Subject:** **2019 Schedule of Fees Amendment (Emergency Response Cost Recovery)**

## **Background**

The purpose of this “**Emergency Response Cost Recovery**” report is to recommend the process to be initiated in an attempt to recover certain costs incurred as a result of the Fort Frances Fire & Rescue Services response to emergency incidents within the Town of Fort Frances.

The Fort Frances Fire & Rescue Service operations are almost exclusively funded through taxation and historically there have been limited opportunities to recover expenses incurred as a result of providing fire protection services.

Most insurance policies provide coverage for an insured property owner for a number of **insured perils** and commonly insurance companies include provisions for **fire department expenses** in varying amounts typically ranging from **\$1,000.00 to \$10,000**.

The recovery rate is specific to the amount that is underwritten in each insurance policy and as such will vary from policy to policy ... as some companies don't have any coverage, some include it in the full limits of policy ... others put a specific amount on the individual policy for that property ... some have a total amount in addition and beyond the policy limits.

It should be noted that payment to the fire departments in no way affects the claim of the individual who may have suffered a loss (payments are not deducted from those which are due to the policy holder).

In closing, I highly recommend amending the Emergency Services Schedule of Fees to include Emergency Response Cost Recovery.

As well, no attempt will be made to collect any receivables from any property owner or individual who is not insured.

Below is an amended 2019 Schedule of Fees, which includes Emergency Response Cost Recovery. Please refer to **3.16.5.1** and **3.16.5.9**, which are highlighted in orange.

3.16.5	Emergency Services Response Calls					
HST	3.16.5.1	Fire Response to Structural Fires: Residential Commercial Industrial	N/C	See the Indemnification (Compensation) Section 3.16.5.9		
No HST	3.16.5.2	Emergency response to MVA on MTO Highways as per Province of Ontario rates plus any additional clean-up costs (Recovery through MTO)	465.42 per apparatus for first hour; 232.71 per apparatus for every 1/2 hr thereafter or part thereof, as per MTO Rates	MTO Prescribed Rates per apparatus		MTO Prescribed Rates
No HST	3.16.5.3	Auto Extrication Services within the Rainy River District	465.42 per hour	MTO Prescribed Rates per apparatus		MTO Prescribed Rates
	3.16.5.4	Motorized Vehicle Fires	N/C	N/C		
	3.16.5.5	False Alarms (1st & 2nd in a three month period)	N/C	N/C		
	3.16.5.6	Third False Alarm (after 3-call outs in a calendar year)	465.42 per apparatus per hour	MTO Prescribed Rates per apparatus		MTO Prescribed Rates
	3.16.5.7	For each Proceeding False Alarm (Within the Calendar Yr)	465.42 per apparatus per hour	MTO Prescribed Rates per apparatus		MTO Prescribed Rates
	3.16.5.8	Annual Fire Protection for Rusty Myers Flying Service / Nanicost Ltd.	50% of 12-hours @ MTO Prescribed Rate	75% of 12-hours @ MTO Prescribed Rate		MTO Prescribed Rates
HST	3.16.5.9	Idemnification (Compensation)		MTO Prescribed Rates per apparatus per hour and personnel rates per hour plus any costs to Fort Frances Fire & Rescue Service or the Town of Fort Frances for each and every call		

## Recommendation

That the Administration & Finance Executive Committee approves this report and directs Council to approve the amended Emergency Services Schedule of Fees Amendment regarding Emergency Response Cost Recovery.

Respectfully submitted,



Tyler Moffitt, Fire Chief/CEMC



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/41**

**TO: Mayor Caul & Members of Council**

**FROM: Dawn Galusha, Treasurer**

**DATE: April 11, 2019**

**SUBJECT: P.O.A. Audited Statements for the year ending December 31, 2018**

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**BACKGROUND**

Attached is the Provincial Offences (P.O.A.) Fort Frances Court Services Area audited financial statement for the year ended December 31, 2018 as provided by BDO Canada LLP and the corresponding invoice.

The Auditor's report of Statement of Financial Position and Statement of Receipts and Expenditures for the Provincial Offences – Fort Frances Court Services Area Trust Fund, as at December 31, 2018 was prepared by BDO Canada LLP management. The invoice for the services is in the amount of \$4,162.36.

**The Corporation of the Town  
of Fort Frances  
Provincial Offences -  
Fort Frances Court Services Area  
Trust Fund  
Financial Statements  
For the year ended December 31, 2018**

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Statement of Financial Position	4
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## Independent Auditor's Report

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### To the Provincial Offences - Fort Frances Court Services Area Trust Fund

#### Qualified Opinion

We have audited the financial statements of the Provincial Offences - Fort Frances Court Services Area Trust Fund (the Entity), which comprise the statement of financial position as at December 31, 2018, and the statement of receipts and expenditures for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis of Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2018, and the receipts and expenditures thereof, in accordance with the basis of accounting as described in Note 1.

#### Basis of Qualified Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. The financial records of the Provincial Offences - Fort Frances Court Services Area Trust Fund are maintained and generated using the ICON system provided by the Province of Ontario. The scope of our audit did not include a review of the controls over this system nor was a service auditor's report made available to us. Therefore, we were not able to determine whether any adjustments might be necessary to fines, costs and fees revenue and net receipts over expenditures for the years ended December 31, 2018, and 2017, current assets as at December 31, 2018, and 2017, and net assets as at January 1 and December 31 for both the 2018 and 2017 years. Our audit opinion on the financial statements for the year ended December 31, 2018, was modified accordingly because of the possible effects of this limitation in scope.

#### Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial statements which describes the basis of accounting. The financial statements are prepared to assist the Provincial Offences - Fort Frances Court Services Area Trust Fund to comply with the reporting requirements of the Ministry of the Attorney General of Ontario. As a result, the financial statements may not be suitable for another purpose.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the basis of accounting as described in Note 1, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.



Those charged with governance are responsible for overseeing the Entity's financial reporting process.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Fort Frances, Ontario  
March 18, 2019



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**The Corporation of the Town of Fort Frances  
Provincial Offences - Fort Frances Court Services Area  
Trust Fund  
Statement of Financial Position**

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December 31	2018	2017
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**Assets**

**Current**

Cash	\$ 146,941	\$ 207,651
Accounts receivable (Note 2)	3,790	7,154
Prepaid expenses	287	339
	<hr/>	<hr/>
	\$ 151,018	\$ 215,144

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**Liabilities**

**Current**

Accounts payable (Note 3)	\$ 151,018	\$ 215,144
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On behalf of the Board:

 \_\_\_\_\_ Director

 \_\_\_\_\_ Director

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**The Corporation of the Town of Fort Frances  
Provincial Offences - Fort Frances Court Services Area  
Trust Fund  
Statement of Receipts and Expenditures**

<b>For the year ended December 31</b>	<b>2018</b>	<b>2017</b>
<b>Receipts</b>		
Fines, costs and fees	\$ 396,358	\$ 418,749
Interest earned	1,174	423
	<u>397,532</u>	<u>419,172</u>
<b>Expenditures</b>		
Administration	108,894	113,336
Remitted to Municipalities	187,164	196,437
Salaries and benefits	101,474	109,399
	<u>397,532</u>	<u>419,172</u>
<b>Net receipts over expenditures</b>	<b>\$ -</b>	<b>\$ -</b>

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**The Corporation of the Town of Fort Frances  
Provincial Offences - Fort Frances Court Services Area  
Trust Fund  
Notes to Financial Statements**

**December 31, 2018**

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**1. Summary of Significant Accounting Policies**

<b>Nature of Trust Fund</b>	<p>The Provincial Offences - Fort Frances Court Services Area Trust Fund is unincorporated and is exempt from tax.</p> <p>The trust fund administers and collects fines incurred under the Provincial Offences Act.</p>
<b>Management's Responsibility</b>	<p>The financial statements of the Provincial Offences - Fort Frances Court Services Area Trust Fund are the representation of management and have been prepared in accordance with accrual based accounting principles. Precise determination of some assets and liabilities may be dependent upon future events and estimates and approximations. These estimates and approximations have been based upon the available information, using careful judgement and review.</p>
<b>Accrual Basis of Accounting</b>	<p>Sources of financing and expenditures are reported on the accrual basis of accounting.</p> <p>The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.</p>
<b>Capital Assets</b>	<p>Capital assets are recorded as an expenditure on the Statement of Receipts and Expenditures in the year of acquisition.</p>
<b>Revenue Recognition</b>	<p>Revenue is generated from fines and penalties billed to offenders. The information regarding these fines and penalties is provided by the Province of Ontario ICON tracking system. The revenue is recorded when the amount can be reasonably estimated and collection is reasonably assured. These two items are satisfied when cash is collected. As a result, revenue is recognized on a cash basis.</p>

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**The Corporation of the Town of Fort Frances  
Provincial Offences - Fort Frances Court Services Area  
Trust Fund  
Notes to Financial Statements**

**December 31, 2018**

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**2. Accounts Receivable**

	<u>2018</u>	<u>2017</u>
Due from Municipalities	\$ 2,118	\$ 3,265
Due from Province	1,672	3,889
	<u>\$ 3,790</u>	<u>\$ 7,154</u>

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**3. Accounts Payable**

	<u>2018</u>	<u>2017</u>
Due to own Municipality	\$ 53,677	\$ 73,593
Due to other Municipalities	53,665	82,772
Due to Provincial Court	42,529	58,779
Other	1,147	-
	<u>\$ 151,018</u>	<u>\$ 215,144</u>



BDO Canada LLP  
607 Portage Avenue  
Fort Frances, ON P9A 0A7  
Canada

March 27, 2019

**Provincial Offences - Fort Frances Court Services Area**

320 Portage Avenue  
Fort Frances, ON P9A 3P9  
Canada

Attention: Ms. Dawn Galusha

Invoice CINV0041795  
Electronic Banking Account No. 151360637178

For Professional services with respect to the following:

Examining the books and records of Provincial Offences. Preparing financial statements in accordance with Canadian Auditing Standards – CAS 805 - together with any necessary supporting schedules, for the year ended December 31, 2018. \$ 3,475.00

**Time Subtotal** \$ 3,475.00

Administration and technology fee \$ 208.50

**Subtotal** \$ 3,683.50

GST/HST \$ 478.86

**Total** \$ 4,162.36

Please make cheques payable  
To:  
**BDO Canada LLP**

POA  
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Administration & Finance Division

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**To:** Administration and Finance Executive Committee

**From:** Jordan Forbes, Human Resources Coordinator

**Date:** April 11, 2019

**Subject:** Health and Safety Policy – Annual Review

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Attached, please find the Health and Safety Policy. An annual review of the policy is a legal requirement. As such, the policy is being presented for your review and approval.

In order to keep staff informed, we will present the policy at an upcoming Manager's meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan S", is enclosed in a thin black rectangular border.

Jordan Forbes  
Human Resources Manager



# THE TOWN OF FORT FRANCES

## Section: Health and Safety

## Policy: Health and Safety

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<b>Creation Date:</b>	December 1999
<b>Revised Date:</b>	2001, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2017, 2018
<b>Review by Date:</b>	April 22, 2019
<b>Resolution Number:</b>	TBD
<b>Supersedes Resolution Number:</b>	783
<b>Policy Number:</b>	5.1

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The Corporation of the Town of Fort Frances ("The Town") is vitally interested in the health and safety of our employees, and protecting them from occupational injury and illness is a major continuing objective. The Town will make every effort to provide a safe, healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements. All supervisors and workers must be dedicated to the continuing objective of reducing the risk of injury in the workplace.

The Town, as an employer, is ultimately responsible for worker health and safety and will strive to control any workplace hazards which may result in fires, security losses, damage to property, and occupational injuries and illness. Accidental loss can be controlled through sound management practices in combination with active employee participation and engagement.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible for ensuring that machinery and equipment are safe, and that workers work in compliance with established safe work practices and procedures. Employees must receive adequate training in their job-specific tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Town.

It is in the best interest of all parties to consider health and safety in the workplace. Our commitment to occupational health and safety is an integral part of what we do at every level of the organization, from the Mayor and Council to every employee of the Town.



# FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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



## MARCH 2019 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 2018:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
13	3	1	23	0	2	3	\$80,000
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
1	0	0	1	0	0	1	0

### TEAM MEMBERS RESPONDED TO 8 EMERGENCY RESPONSE CALLS DURING MARCH 2019.

#### Total Hours:

- 4 Hours was spent on responding to emergency incidents.
- 3 Hours was spent on public service and public education.
- 6 Hours was spent on training.

#### Time of Day:

During this month, **50%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **50%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

#### Fire Response Calls:

There were **3 (three)** Fire Response Calls:

- 1 (one) was an oven fire.
- 1 (one) was a power-vent motor in a furnace, which failed.
- 1 (one) was an actual structure fire.

#### Fire Prevention Inspections / Re-inspections:

**23 (twenty-three)** inspections / re-inspections were completed in March, which brings our total to **51** inspections / re-inspections completed since January 1<sup>st</sup>, of this year.

#### Emergency Medical Services (EMS) Response Calls:

There were **2 (two)** Emergency Medical Services (EMS) Calls.

#### Fire Alarms:

There was **1 (one)** False Fire Alarm Calls.



# FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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



## MARCH 2019 REPORT

FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

### (CO) Carbon Monoxide / Gas Leak Calls:

There was **1 (one)** false (CO) Carbon Monoxide Calls.

### Other Calls:

There was **1 (one)** potential medical aid call on the ice in front of Rusty Myers Flying Service. An individual had been travelling on a snow machine ... when they ended up getting the snow machine stuck in the slush and ice. The individual ended up leaving the scene before our Fire & Rescue Service Team Members arrived.

### Training:

Training consisted of three separate 2-hour training sessions; each month a third training session is scheduled as a make-up session for members to attend who missed the previous two training sessions.

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

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.

As well, our Captain of Training provided a presentation to a group of building construction students and their instructor, which included the basic chemistry of fire and some basic fire safety education.

Meanwhile, for next month our team members will be taking part in the Business & Community Expo 2019 at the Fort Frances Curling Club. Last year, over 700-plus people attended the Friday evening and all-day Saturday event.



# FORT FRANCES FIRE & RESCUE SERVICE

**"PRIDE & HONOUR"**

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

**2018 ANNUAL REPORT  
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC**





# FORT FRANCES FIRE & RESCUE SERVICE

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## **2018 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC**

### **Message from Tyler Moffitt, Fire Chief/CEMC**



2018 was a productive year for our community's Fire & Rescue Service; we completed **213 Fire Safety Inspections and Re-Inspections**, as well as **7 major public awareness and education events**.

As well, By-Law 31/10 was repealed in its entirety and replaced with By-Law No. 58/18, which establishes and regulates the level of service our Fire & Rescue Service provides to our community, and district.

As we look towards 2019 as being a very exciting year, we must look back at 2018 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 2018.

Our Fire and Rescue 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.

Meanwhile, as a long-time resident of the Town Fort Frances, my roots and background run deep within our Fort Frances Fire & Rescue Service; I have truly enjoyed serving my community for over 32-plus-years.

I look forward to the future and working with all stakeholders ... to ensure the protection of lives, property, the environment, and the economy of the Town of Fort Frances.

Yours in Fire and Life Safety,

A handwritten signature in cursive script that reads "Tyler Moffitt".

Tyler Moffitt, Fire Chief/CEMC  
Fort Frances Fire & Rescue Service

# FORT FRANCES FIRE & RESCUE SERVICE

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## **2018 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC**

### **Team Members – Fort Frances Fire & Rescue Service**

<b>Name</b>	<b>Rank</b>
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	2nd Class Firefighter
Gavin Payne	3rd Class Firefighter
Brad Townson	4 <sup>th</sup> Class Firefighter
Daryl Eyolfson	Part Time Firefighter
Tyson Dennis	Part Time Firefighter
Greg Wiendenhoeft	Part Time Firefighter
Real DeGagne	Part Time Firefighter
Rob Smith	Part Time Firefighter
Dean Tibbs	Part Time Firefighter
Mike Barlow	Part Time Firefighter
Tim Beaulne	Part Time Firefighter
Bruce Roth	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	Probationary Part Time Firefighter
Katelynne Stearns	Probationary Part Time Firefighter
Andrew Roth	Probationary Part Time Firefighter
Tyson Durbin	Probationary Part Time Firefighter
Marc-Andre Michon	Probationary Part Time Firefighter
Richard Levesque	Probationary Part Time Firefighter
Paul Dobransky	Probationary Part Time Firefighter

### **Part Time Firefighter Hiring's**

In 2018, we welcomed six new members to the part time ranks. Tyson Dennis was hired in February, Andrew Roth was hired in April, Tyson Durbin was hired in July, Marc-Andera Michon and Richard Levesque were hired in August, and Paul Dobransky was hired in September.

# FORT FRANCES FIRE & RESCUE SERVICE

**"PRIDE & HONOUR"**

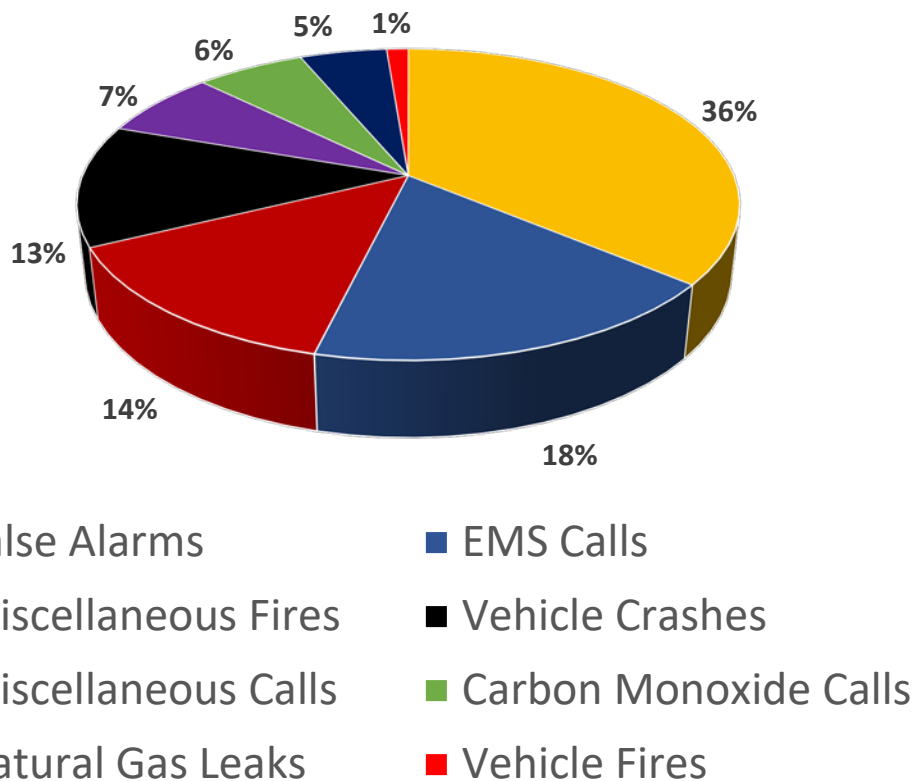
**Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement**

## **2018 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC**

### **Emergency Response Calls for 2018**

**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 graph shows our Emergency Response Calls by event type.

### **2018 Emergency Response Calls (Total 158)**



# FORT FRANCES FIRE & RESCUE SERVICE

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## **2018 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC**

<b>2018 Breakdown of 158 Emergency Response Calls</b>	
<b>False Alarms</b>	<b>57</b>
<b>EMS (Emergency Medical Services) Calls</b>	<b>28</b>
<b>Miscellaneous Fires</b>	<b>22</b>
<b>Vehicle Crashes</b>	<b>20</b>
<b>Miscellaneous Calls</b>	<b>11</b>
<b>Carbon Monoxide Calls</b>	<b>10 (2 actual calls)</b>
<b>Natural Gas Leaks</b>	<b>8 (2 actual calls)</b>
<b>Vehicle Fires</b>	<b>2</b>
<b>Structure Fires</b>	<b>0</b>
<b>Mutual Aid Calls</b>	<b>0</b>

### **2018 Percentage Breakdown of 158 Emergency Response Calls**

In **2017**, our team responded to **350** Emergency Response Calls. For **2018**, we responded to **158 (192 less)** Emergency Response Calls, which is a **55%** reduction in calls as compared to **2017**.

**False Alarms:** Accounted for **36%** of our calls.

**EMS Calls:** Accounted for **18%** of our calls. In **2017**, our team responded to **208 EMS** calls. For **2018**, we responded to **28 (180 less)** EMS calls, which is an **86%** reduction in calls as compared to **2017**. This is due in part of the new agreement with the Rainy River District Social Services Board, which took effect mid-way through **2017**.

**Miscellaneous Fires:** Accounted for **14%** of our calls.

**Vehicle Crashes:** Accounted for **13%** of our calls. Of the **20** Vehicle Crashes our team responded to ... two of the calls were actual Vehicle Extractions.

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

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

**Natural Gas Leaks:** Accounted for **5%** of our calls.

**Vehicle Fires:** Accounted for **1%** of our calls.

**Structure Fires:** There were no Structure Fires in 2018.

**Mutual Aid Calls:** There were no Mutual Aid Calls in 2018.

# FORT FRANCES FIRE & RESCUE SERVICE

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## **2018 ANNUAL REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC**

### **Historic Accomplishment**

We went the entire year of 2018 without a structure fire in the Town of Fort Frances, which is a remarkable accomplishment for our community!

With regards to our records and knowledge ... the Fort Frances Fire & Rescue Service has never gone an entire calendar year without having a structure fire within our community.

Thanks, and praise needs to go out to our Professional Staff, our Part Time Staff, as well as to the people of Fort Frances for taking the responsibility to embrace Fire & Life Safety behaviors ... in protecting yourself and others from the hazards of fire.

### **Fire Safety Inspections ... we inspect to correct**

A total of **213 Inspections / Re-inspections** were completed in 2018, which is a **19% increase** from last year 2017 (**172 Inspections / Re-inspections**), and a **60% increase** from 2016 (**85 Inspections / Re-inspections**).

Our team continues to move in the right direction with our **Fire Safety Inspection Program**.

As well, during these inspections, many violations had been found, and subsequently had been repaired or corrected.

### **Measurable Things**

#### **Operating Budgets**

For 2018, the Operating Budget Forecast was: \$1,019,176; our Actual Operating Budget for 2018 was \$1,011,082.41.

By comparison, the 2017 Operating Budget Forecast was \$977,545, but the Actual Operating Budget for 2017 was \$914,546.71, which was \$62,998.29 under budget. In fact, this was operating our service with an **additional 6<sup>th</sup> Fulltime Firefighter for 9-months (April 1<sup>st</sup> to December 31<sup>st</sup>)**.

As well, the 2017 Actual Operating Budget was \$48,286.81 **less than** the 2016 Actual Operating Budget, and **only** \$958.76 over the 2015 Actual Operating Budget. **(In 2015 & 2016, we had only 5 Fulltime Firefighters).**

### **Municipal Emergency Plan:**

Back in March 2018 ... our Municipal Emergency Plan was updated and amended. This was necessary to ensure compliance with the Emergency Management and Civil Protection Act (EMCPA).

In closing, a **big thank you** needs to go out to Patrick Briere who is an Alternate CEMC (Community Emergency Management Coordinator) for the Town of Fort Frances. Patrick took the lead role in getting our Municipal Emergency Plan updated and amended. Well done Patrick!

**2019 RESERVE FUNDS**

Account Name	G/L Account #	Balance as at Dec 31/18	Line %	2019 Interest Earned 1st Quarter	Subtotal 1st Quarter
Museum Projects	30-002-0000-0810-20805	34,767.20	0.266%	152.66	34,919.86
Handi-Transit MTO Gas Tax	30-002-0000-0810-20809	45,008.59	0.345%	197.63	45,206.22
Children's Complex Projects	30-002-0000-0810-20811	66,154.15	0.507%	290.47	66,444.62
Daycare/Toy Library Donations	30-002-0000-0810-20812	2,752.11	0.021%	12.08	2,764.19
Parks & Cemeteries Projects	30-002-0000-0810-20823	47,327.39	0.363%	207.81	47,535.20
Public Library & Technology Centre	30-002-0000-0810-20827	203,400.59	1.558%	893.10	204,293.69
Sister Kennedy Centre Projects	30-002-0000-0810-20832	21,895.36	0.168%	96.14	21,991.50
Post Landfill Closure	30-002-0000-0810-20851	746,146.84	5.716%	3,276.21	749,423.05
Waterworks & Sanitary Sewer	30-002-0000-0810-20860	5,554,164.26	42.547%	24,387.42	5,578,551.68
Watermeter Replacement	30-002-0000-0810-20870	113,259.54	0.868%	497.30	113,756.84
Townshend Theatre	30-002-0000-0810-20871	115,134.94	0.882%	505.54	115,640.48
Corporate Vehicles/Equipment	30-002-0000-0810-20874	1,207,735.25	9.252%	5,302.97	1,213,038.22
Corporate Building	30-002-0000-0810-20875	1,804,881.06	13.826%	7,924.94	1,812,806.00
Corp. Projects Reserve	30-002-0000-0810-20876	1,803,223.14	13.813%	7,917.66	1,811,140.80
Corporate Contingency	30-002-0000-0810-20877	1,288,461.44	9.870%	5,657.42	1,294,118.86
Federal Gas Tax Reserve	30-002-0000-0810-20878	-	0.000%	-	-
Tax Rate Stabilization Reserve	30-002-0000-0810-20880	-	0.000%	-	-
		13,054,311.86	100.00%	57,319.35	13,111,631.21
Library Building	30-002-0000-0811-20828	402,289.70			402,289.70
		13,456,601.56		57,319.35	13,513,920.91
Cemeteries-High Interest Savings Account	80-001-0000-0010-10040	1,024,209.26			1,024,209.26