



Protective Services Committee

AGENDA

**Wednesday, August 11, 2021
at 1:30 p.m.**

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Adoption of Minutes – [July 22, 2021](#)
5. [Fire Chief Succession Plan – Acting Positions](#)
 - a) [Fire Chief Job Description](#)
 - b) [Deputy Chief Job Description](#)
 - c) [2021 Pay Grid](#)
6. Next Meeting
7. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY
PROTECTIVE SERVICES COMMITTEE
MINUTES

Thursday, July 22nd, 2021
At 1:00 p.m.

Chair Mike Quilty and Committee Members Robert Dick and Michael Donohue.

Also in attendance were Councillor Kevin Legris, Deputy Clerk-Treasurer Mitchell Ferguson.

1. Chair Mike Quilty called the meeting to order at 1:00 p.m.
2. Declaration of Pecuniary Interest – none
3. Approval of Agenda

Moved by Robert Dick, seconded by Michael Donohue

BE IT RESOLVED THAT the Committee approve the agenda for the July 22, 2021 Protective Services Committee as presented this date.

“Carried”

4. The minutes of the June 17, 2021 meeting were reviewed and the following resolution was passed:

Moved by Michael Donohue, seconded by Robert Dick

BE IT RESOLVED THAT the Protective Services Committee approve the minutes of the meeting held on June 17, 2021.

“Carried”

5. Fire Hall Expansion

Councillor Dick presented information to committee with respect to the Fire Hall meeting. Committee also was presented with a copy of draft drawings provided by the Fire Chief. Committee discussed the drawings as well as the funding that would be required to build the proposed building. The committee also discussed the proposed future uses of the existing Fire Hall, should the additional storage area be built.

Moved by Robert Dick, seconded by Michael Donohue

BE IT RESOLVED THAT the protective services committee recommend that council direct staff to issue an RFP for the preparation of a preliminary design based on the drawings provided to committee this date, for a fire truck _____ facility adjoining the Douglas Fire Hall, and the p_____ of a Class D cost estimate.

“Carried”

- 6. A report was presented to committee by committee member Donohue. After a brief discussion, the following resolution was passed.

Moved by Michael Donohue, seconded by Robert Dick,

Be it resolved that the protective services committee recommend to council holding off the hiring process for a new Fire Chief until such time the internal review is complete.

“Carried”

- 7. Next Meeting was noted to be at the call of the Chair.

- 8. Adjournment

Moved by Robert Dick, seconded by Michael Donohue

BE IT RESOLVED that the Thursday, July 22nd, 2021 Protective Services Committee adjourn at 2:14 p.m.

“Carried”

Chair

Clerk

Township of Admaston/Bromley

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REPORT

Date: August 11, 2021
To: Council
From: Allison Vereyken
Re: Fire Chief Succession Plan

Background:

As Council will recall the current Fire Chief provided notice of retirement effective as of October 31, 2021. At the Protective Services Committee meeting on July 22, 2021 it was recommended to hold off on the hiring a new Fire Chief until such time that the internal review in which the Township is to receive funding from the Modernization Intake 2 from is complete. This is estimated to be completed prior to yearend 2021.

Discussion:

Although there will be a delay in proceeding with the hiring process for a new Fire Chief, the Township will need to appoint an Acting Fire Chief effective November 1, 2021 until such time the hiring process is completed. The recommendation from staff is as below noted:

August – The Fire Committee and/or Protective Services Committee should call upon the current Deputy Chief to discuss the possibility and interest in taking on the Acting role until such time as the hiring process is complete. This discussion would include reviewing the current job description available and ensuring that the requirements for the position are attainable if not already present for the Deputy Chief. If the Deputy has an interest, a recommendation would be brought to Council in September/October, if the Deputy has no interest an internal posting would need to be placed for the Captains of the Fire Department and a hiring process completed with a recommendation coming forward to Council in September/October. Due to the number of Captains on the fire service (7) it may not be deemed expedient to place an Acting Captain in the place of the successful applicant as it is for a limited time.

September – Hiring processes would be completed during the month and the recommendations would be prepared to be brought forward to Council. The hiring

process would include an internal posting of at least two (2) weeks with job description posted with the hourly rate of the position. Depending this may entail an internal posting for the Acting Fire Chief and/or the Acting Deputy Chief position. It would be recommended that the Chair of the Protective Services Committee along with the Chair of the Fire Committee along with at least one other person be on the hiring panel.

October – The recommendations would be presented to Council with Council potentially requesting an In-Camera item to interview the recommended personnel as they have done in the past with other Department Heads. A By-Law will be passed at the meeting to appoint an Acting position effective November 1, 2021.

Financial Implications:

None at this time.

People Consulted:

Robert Dick, Chair of the Fire Committee

Recommendation for Council:

BE IT RESOLVED THAT the Protective Services Committee provide recommendation to the Fire Committee of the process discussed this date;

AND BE IT FURTHER RESOLVED that the Chair of the Protective Services Committee and the Chair of the Fire Committee begin the hiring process for the Acting Fire Chief and/or the hiring of the Acting Deputy Fire Chief with a recommendation to be brought forth to Council in September/October of 2021.

**TOWNSHIP OF ADMASTON/BROMLEY
JOB DESCRIPTION**

Job Title:	Approved By:
Fire Chief	Douglas Fire Committee
Reports To:	Effective Date:
Douglas Fire Committee	January 1st, 2016

Position Summary:

To organize and manage the overall operation of the fire department including firefighting, fire prevention, hazardous materials incidents, rescue, all life and property saving functions with which the department may be involved and to prepare and maintain the annual operating and capital fire budget. Supervise the activities of the fire department.

The fire chief's role is primarily administrative in nature and involves the responsibility for the planning, co-ordinating, operating and efficiency of the fire department. This position reports to the Douglas Fire Committee and work is performed under the general direction of Council. This rank allows considerable exercise of independent judgement in accordance with established policies and objectives.

Qualifications:

- Valid drivers licence.
- Advanced knowledge of modern firefighting and fire prevention.
- Knowledge of the municipality and surrounding areas protected by agreement.
- Knowledge of the type of buildings in the municipality.
- Advanced knowledge of rescue and first aid procedures.
- Advanced knowledge of safety procedures, rules and equipment.
- Must have demonstrated ability to supervise fire fighters, maintain discipline, have sound judgement, be resourceful and in good physical condition.
- Should have at least seven years satisfactory experience as an officer and have received additional training at the Ontario Fire College, regional fire schools or educational seminars.
- Must have any legislated requirements to perform the function of Fire Chief.

Position responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the Township of Admaston/Bromley.

2. Good communication and negotiation skills working with other service agencies and the general public.
3. Preparation, presentation and administration of the fire department budget.
4. Plans, co-ordinates and directs the firefighting, fire prevention, rescue and life and property saving functions.
5. Reports to and assumes command at major incidents,
6. Supervises the fire prevention activities.
7. Supervises the training programs and assists in the development of these programs.
8. Maintains discipline and morale of the department.
9. Purchases all major equipment and ensures the maintenance of same.
10. Ensures that all the stations are maintained and kept in good repair.
11. Attends conferences and seminars to keep abreast of changes in equipment and methods of operation to ensure that the department will maintain, and where possible, improve the level of service in the municipality.
12. Confers with the Douglas Fire Committee to ensure that the activities of the department are consistent with the goals and objectives of the municipality as established by Council.
13. Meets regularly with the Deputy Fire Chief and other officers to ensure that they are following the procedures and goals of the department.
14. Supervises the performance appraisal program and conducts regular appraisals of those under his direct supervision.
15. Recommends to the Douglas Fire Committee the hiring of personnel as required to maintain the manning level as established by Council.
16. Attends Douglas Fire Committee meetings.
17. Attends area fire chief's meetings.
18. Attends committee and Council meetings as required.
19. Participates in the public relations programs by speaking to groups and organizations.

20. Comments to the Douglas Fire Committee and Clerk-Treasurer on present and proposed Council and staff policies.
21. Supervises the activities of the Douglas Fire Department.
22. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
23. Maintains records of fire training for each fireman.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

**TOWNSHIP OF ADMASTON/BROMLEY
JOB DESCRIPTION**

Job Title:	Approved By:
Deputy Fire Chief	Douglas Fire Committee
Reports To:	Effective Date:
Fire Chief	January 1st, 2016

Position Summary:

The deputy fire chief is in charge of fire fighting and training in a supervisory role under the direction of the fire chief. This rank holds the responsibility for co-ordinating and directing the activities of the fire fighting units of the municipality. This person is also responsible to oversee the training and is to maintain discipline within the fire department ranks. The above work is performed under the direction of the fire chief and all policy matters are referred to the fire chief. The deputy fire chief relieves the fire chief during sick leave, time off, vacations, seminars, conventions, etc. A high degree of responsibility for the protection of lives and property is involved.

Qualifications:

- Good knowledge of modern fire fighting and fire prevention methods.
- Good knowledge of the municipality and surrounding areas protected by agreement.
- Good knowledge of the type of buildings in the municipality.
- Good knowledge of rescue and first aid procedures.
- Good knowledge of safety procedures, rules and equipment.
- Must have the ability to supervise fire fighters, maintain discipline, have sound judgement, be resourceful and in good physical condition.
- Should have at least five years satisfactory experience as an officer and have received additional training at the Ontario Fire College, regional fire schools or educational seminars.

Position responsibilities:

1. Responds to all alarms of emergency and assumes command of the scenes until relieved by the fire chief.
2. Supervises the fire ground to ensure that the officers and fire fighters operate in a manner consistent with established procedures and accepted fire fighting methods.
3. Determines causes of fires in conjunction with other officers and ensures that the necessary forms are completed.
4. Advises the fire chief of any changes in procedures or methods necessary to maintain or increase the firefighting efficiency.

5. Advises the fire chief of any repairs necessary to maintain the vehicles, equipment and station.
6. Maintains discipline in the fire fighting ranks.
7. Maintains a performance appraisal system, conducts regular reviews of all staff and recommends personnel for promotion.
8. Meets regularly with the officers and fire chief to assist in developing and maintaining a progressive and efficient training program.
9. Assumes command of the fire department in the absence of the fire chief as outlined in the establishing and regulating by-law of the department.
10. Attends committee and Council meetings as required.
11. Any other duties as assigned by fire chief.

WORKING CONDITIONS:

The Deputy Fire Chief will be expected to respond and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

2021 Pay Grid

Compensation Grid - Admaston/Bromley Township
Schedule "A"

GROUP	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9 Job Rate	MERIT
6	Clerk-Treasurer (35 hours)	\$73,966	\$76,185	\$78,471	\$80,825	\$83,249	\$85,747	\$88,319	\$90,969	\$93,698	\$96,509
	Fire Chief (based on 40 hours)	\$40.64	\$41.86	\$43.12	\$44.41	\$45.74	\$47.11	\$48.53	\$49.98	\$51.48	
	Road Superintendent (40 hours)	\$35.56	\$36.63	\$37.73	\$38.86	\$40.02	\$41.22	\$42.46	\$43.74	\$45.05	\$2,810.94
5	Deputy Fire Chief (40 hours)	\$65,510.54	\$67,475.85	\$69,500.13	\$71,585.13	\$73,732.69	\$75,944.67	\$78,223.01	\$80,569.70	\$82,986.79	\$85,476.39
		\$31.50	\$32.44	\$33.41	\$34.42	\$35.45	\$36.51	\$37.61	\$38.74	\$39.90	\$2,489.60
4	Fire Captain (40 Hours)	\$53,290	\$54,888	\$56,535	\$58,231	\$59,978	\$61,777	\$63,630	\$65,539	\$67,506	\$69,531
	Deputy Clerk/Treasurer (35 Hours)	\$25.62	\$26.39	\$27.18	\$28.00	\$28.84	\$29.70	\$30.59	\$31.51	\$32.45	
		\$29.28	\$30.16	\$31.06	\$32.00	\$32.95	\$33.94	\$34.96	\$36.01	\$37.09	\$2,025
3	Lead Hand (40 Hours)	\$46,693	\$48,094	\$49,537	\$51,023	\$52,553	\$54,130	\$55,754	\$57,427	\$59,149	\$60,924
	Finance Clerk (35 hours)	\$22.45	\$23.12	\$23.82	\$24.53	\$25.27	\$26.02	\$26.80	\$27.61	\$28.44	
		\$25.66	\$26.43	\$27.22	\$28.03	\$28.88	\$29.74	\$30.63	\$31.55	\$32.50	\$1,774.48
2	Machine Operator (40 Hour)	\$38,493	\$39,648	\$40,837	\$42,062	\$43,324	\$44,624	\$45,962	\$47,341	\$48,762	\$50,224
	Fire Fighter (based on 40 Hours)	\$18.51	\$19.06	\$19.63	\$20.22	\$20.83	\$21.45	\$22.10	\$22.76	\$23.44	
	Librarian (40 hour)										
	Administrative Assistant (35 Hour)	\$21.15	\$21.78	\$22.44	\$23.11	\$23.80	\$24.52	\$25.25	\$26.01	\$26.79	
1	Maintenance Worker (40 Hour)	\$33,568	\$34,575	\$35,612	\$36,681	\$37,781	\$38,915	\$40,082	\$41,285	\$42,523	\$43,799
	Landfill Attendants (40 Hour)	\$16.14	\$16.62	\$17.12	\$17.63	\$18.16	\$18.71	\$19.27	\$19.85	\$20.44	
	Fire Secretary (Based on 35 hours)										
	Office Assistant (35 Hours)	\$18.44	\$19.00	\$19.57	\$20.15	\$20.76	\$21.38	\$22.02	\$22.68	\$23.36	\$1,275.69

COLA 2021

1.5%

1.015