

# North Renfrew Emergency Response Unit (NRERU)

## Management Board Meeting

Thursday February 27, 2014  
7:00pm – 9:00pm  
Deep River Town Hall – EOC  
100 Deep River Road, Deep River ON K0J 1P0

### Meeting Notes

In attendance:

Deb Grills, Councilor – Head, Clara & Maria Township  
Bruce Boucher, Councilor – Laurentian Hills  
Kevin Waito, Fire Chief – Laurentians Hills  
Ed Cochrane, Councilor – Deep River  
Doug Tennant, Fire Chief – Deep River

Regrets:       None

1. Chief Waito called the meeting to order at 19:00 and welcomed everyone to the meeting.
2. Introductions were made around the table and the agenda was reviewed and approved.
3. The 2010 agreement was reviewed clause by clause in comparison with the draft agreement sent out with the agenda. There was discussion on most of the clauses.
4. Preamble: The word “desire” is to be deleted and remain as “wish” in the 3<sup>rd</sup> WHEREAS of the preamble of the draft agreement.

The Board decided the following:

5. that the defined term “Unit” was to be used throughout the draft agreement. Unit is to be defined as the “mini-pumper vehicle and all equipment carried thereon”.
6. Clauses 1 & 2 of the draft agreement will include the defined term Unit only
7. Clause 4 of the draft agreement will include the defined term Unit only
8. Clause 5 of the draft agreement will include the defined term Unit only

9. Clause 6 of the draft agreement will include a revise chart for the years 2014, 2015 and 2016 showing the dollar amounts in each year as follows: Deep River \$2500, Laurentian Hills \$2500 and Head, Clara, Maria \$800 (see below)

Municipality & Operating Cost allocation (if costs exceed the balance in the account)	2014	2015	2016
Deep River	2500	N/A	N/A
Laurentian Hills	2500	N/A	N/A
Head, Clara, Maria	800	N/A	N/A

There was considerable discussion by the Board on the status of the funds in the Operating and Capital Accounts. The Deep River Fire Chief explained that the Deep River Treasurer could not attend this meeting and that details of the funds in the two separate and distinct accounts would be made available at the next meeting of the board.

The Board discussed the concern that there would be considerable cost reimbursement in 2013 and going forward to reimburse Deep River for the costs of backfilling personnel when the Unit responded into Laurentian Hills and Head, Clara & Maria. Additionally, the Board discussed significant costs to cover the potential acquisition of new equipment for the Unit in 2014.

The Board discussed removing the SCBA and foam firefighting capability from the Unit as the intent of the Unit is for it to be used solely for auto extrication purposes and not firefighting.

10. The Board discussed clause 7 extensively and decided to keep it in the draft agreement

11. The Board agreed upon the following wording for clause 9 in the draft agreement:

9. All municipalities agree that when the vehicle is used for training, the vehicle will be returned to Deep River full of fuel. If the Unit is not returned full of fuel, Deep River shall replenish the fuel and be reimbursed for the cost of the fuel from the Operating Account.

The Board discussed asking Deep River not to add the traditional surcharge fee to the fuel invoice. The Deep River Fire Chief advised that he was not aware of any surcharges

being added to any of the previous reimbursements for equipment or fuel that were made in 2013.

12. The Board agreed upon the following wording for clause 11 in the draft agreement:

11. The operation of the Unit shall be governed by a Management Board which shall consist of one (1) elected official representative from each of the three municipalities, appointed by their respective Municipal Councils. The Fire Chiefs or designate(s) of Deep River and Laurentian Hills shall attend Management Board meetings and provide operational advice and information to the Board members. Each elected official on the Management Board shall have one vote.

13. The Board agreed upon the following wording for clause 13 in the draft agreement:

13. The Management Board shall meet in February of each year and at any other time as may be requested by any Board Member. A simple majority (2 of the 3 elected officials) of the Management Board shall constitute a quorum.

14. The Board agreed upon the following wording for clause 14 in the draft agreement:

14. The Management Board shall receive an annual report, including the financial details outlined in clause #10, from the Fire Chiefs at the February Management Board meeting. The annual report shall be distributed to the three municipalities of this agreement by the respective elected officials who are members of the Management Board.

15. The Board agreed upon the following wording for clause 16 in the draft agreement:

16. The Unit shall only respond to non-fire Motor Vehicle Collision (MVC) calls within the corporate limits of Head, Clara & Maria. Deep River and/or Laurentian Hills may request/utilise the Unit to respond to any emergency calls as requested by the Fire Chiefs or designate(s) in their own protection areas.

16. The word Unit in clause 17 shall be capitalised.

17. The Board agreed upon the following wording for clause 18 in the draft agreement:

18. The When the Unit is required to respond to an MVC in Head, Clara & Maria, Deep River will deliver the Unit with a driver/operator (one firefighter) and a tanker/blocker vehicle with a driver/operator (one firefighter) when staffing permits this to be accomplished. The costs for backfilling the normal complement of personnel at Deep River to allow the Unit to respond to any MVC in Head, Clara & Maria shall be paid out of the funds in the Operating Account.

In further discussion on this clause, the Deep River Fire Chief expressed concerns that this was not a truly viable operational action by Deep River as the Office of the Fire Marshal (OFM) has determined that the Town of Deep River cannot meet its local fire fighting and emergency response needs (see 2011 OFM Review of the Town of Deep River) under the current structure of the fire department.

18. The Board agreed that the amount of insurance coverage carried by each municipality to the agreement should be raised to \$5,000,000. See clause 19.

19. The Board agreed upon the following wording for clause 20 in the draft agreement:

20. Any of the municipalities shall be entitled to withdraw from this agreement and the operation of the “North Renfrew Emergency Response Unit” upon giving written notice to the other municipalities sixty (60) days in advance of their intention to do so. Upon withdrawal from this agreement by a municipality, that municipality forfeits all of its interest in the Unit and in any monies that may be set aside for the Unit in the Capital and Operating accounts.

If this agreement is terminated in its entirety by all member municipalities at the same time and the Unit is disbanded, the remaining financial assets of the Unit and the Operating and Capital Accounts shall be divided on the following pro-rated basis:

43%	Deep River
43%	Laurentian Hills
14%	Head, Clara & Maria

The board concluded its review of the draft agreement line by line and went on to discuss an email request from the Rapides des Joachims (Swisha) for the Unit to provide auto extrication services to that community. An extensive discussion was held with input from each member of the Board and the Fire Chiefs on the request from the Swisha.

The Board determined that the existing agreement could not be extended to permit the provision of auto extrication services by the Unit to the Swisha. The Chair of the Management Board for this meeting is to respond to the Swisha with the determination of the Board.

The meeting adjourned at 9:10 pm. Fire Chief Tennant will chair the next meeting to be held during the daytime at Laurentian Hills on a date yet to be determined.