



# AGENDA

**CYFS - JCC**

Tuesday, January 10, 2017 at 9:30 AM  
Town of Aurora Leksand Room

Agenda compiled on 03/01/2017 at 2:28 PM

## Open Forum

## Additions & Corrections to the Agenda

## Declarations of Pecuniary Interest

## Approval of Minutes

1. Central York Fire Services - Joint Council Committee Minutes and (Closed Session) Minutes of November 29, 2016. p. 1

Recommendation:

a) THAT the Central York Fire Services - Joint Council Committee Minutes and (Closed Session) Minutes of November 29, 2016 be approved.

## Items

2. Fire Services Report 2017-01 dated December 21, 2016 regarding Emergency Services Agreements - Town of Whitchurch-Stouffville; Township of King. p. 6  
The Deputy Fire Chief recommends:

a) THAT Fire Services Report 2017-01 dated December 21, 2016 regarding Emergency Services Agreements - Town of Whitchurch-Stouffville; Township of King be received for information purposes.

3. Fire Services Report 2016-05 dated November 14, 2016 regarding Medical Oversight of CYFS Medical Program. p. 9

(As per an e-mail dated December 15, 2016 from the Director of Human Resources - Newmarket the following new recommendations from the Fire Chief and the Chief Administrative Officer to be considered; the original report attached contains the recommendations considered at the November 29, 2016 CYFS-JCC meeting)

The Fire Chief and the Chief Administrative Officer recommend proceeding immediately with Recommendation a) listed below to ensure appropriate medical oversight;

AND THAT Recommendation i) listed below be brought back with additional information regarding the symptom relief proposal, departmental readiness as well as cost and service impact following implementation of the proposed medical oversight model.

a) THAT the Joint Council Committee (JCC) approve securing medical oversight from a physician for the CYFS medical response program;

i) AND THAT JCC authorize an increase in level of service that would allow CYFS to follow a symptom relief drugs protocol.

### **New Business**

### **Closed Session (if required)**

### **Adjournment**



**Additions & Corrections to the Agenda**

None.

**Declarations of Pecuniary Interest**

None.

**Presentation**

1. Mr. Paul McIntosh, Thomas Brown Architects provided a PowerPoint Presentation Preliminary Report dated November 15, 2016 regarding the Proposed Central York Fire Services Headquarters Station 4-5.

Moved by: Councillor Bisanz  
Seconded by: Councillor Mrakas

THAT the PowerPoint Presentation Preliminary Report by Mr. Paul McIntosh, Thomas Brown Architects regarding the Proposed Central York Fire Services Headquarters Station 4-5 be received.

**Carried**

**Approval of Minutes**

2. Central York Fire Services - Joint Council Committee Minutes of October 4, 2016.

Moved by: Councillor Hempen  
Seconded by: Councillor Mrakas

THAT the Central York Fire Services – Joint Council Committee Minutes of October 4, 2016 be approved.

**Carried**

**Items**

3. Central York Fire Services Report 2016-02 dated November 8, 2016 regarding Fire Station 4-5 Project Plan.

The Fire Chief provided an overview of the report including the history associated with the proposed project along with options that have been presented at past meetings of CYFS-JCC. Discussion ensued regarding the proposed preferred Option A contained within the report.

Moved by: Councillor Bisanz  
 Seconded by: Councillor Twinney

a) THAT Central York Fire Services Report 2016-02 dated November 8, 2016 regarding Fire Station 4-5 Project Plan be received and the following recommendations be adopted:

i) THAT Joint Council Committee (JCC) approve and recommend to the Councils of Aurora and Newmarket that staff proceed with the design of a fire hall in Aurora which includes administration, fire suppression and training services (Option A).

**Carried**

Moved by: Councillor Mrakas  
 Seconded by: Councillor Twinney

i) THAT Central York Fire Services Report 2016-02 dated November 1, 2016, Fire Station 4-5 Project Plan be received for information purposes;

ii) AND THAT a budget of \$495,000 be approved to complete the detailed design phase, including project support;

iii) AND THAT staff be authorized to negotiate a single source procurement with Thomas Brown Architects to complete the detailed design;

iv) AND THAT staff report back to JCC prior to issuing the tender to provide a project update and seek approval for the final construction project.

**Carried**

4. Joint Central York Fire Services/Corporate Services - Finance Report 2016-54 dated November 11, 2016 2016 CYFS Budget Report - Third Quarter.

The Manager, Accounting & Finance, Newmarket provided an overview of the report and advised of an expected surplus at the end of 2016.

Moved by: Councillor Mrakas  
 Seconded by: Councillor Bisanz

a) THAT Joint CYFS/Corporate Services Report - Financial Services 2016-54 dated November 11, 2016 regarding 2016 CYFS Budget Report - Third Quarter be received for information purposes.

**Carried**

5. Fire Services Report 2016-05 dated November 14, 2016 regarding Medical Oversight of CYFS Medical Program.

Assistant Deputy Chief Duval provided an overview of the report and requested an increase to the level of service due to the amount of medical calls being handled by CYFS. Discussion ensued and a suggestion was made for staff to provide cost comparisons and advantages of working directly with physicians' licenses versus the Red Cross medical program or a similar organization.

Moved by: Councillor Hempen  
 Seconded by: Councillor Mrakas

THAT Fire Services Report 2016-05 dated November 14, 2016 regarding Medical Oversight of CYFS Medical Program be received and referred to the next scheduled Central York Fire Services – Joint Council Committee meeting with more information to be provided.

**Carried**

6. Central York Fire Services - Joint Council Committee 2017 Meeting Schedule.

Moved by: Councillor Twinney  
 Seconded by: Councillor Mrakas

a) THAT the Central York Fire Services - Joint Council Committee 2017 Meeting Schedule be approved.

**Carried**

**New Business**

a) Councillor Bisanz requested an update with respect to the Central York Fire Services presentation made to the Newmarket Taxpayers Advocacy Group. The Fire Chief advised that he and Deputy Chief Volpe attended the Advocacy Group's meeting recently.

This was the second time staff have met with the group. A PowerPoint Presentation was presented and budget items were discussed as well as cost containment measures.

### **Closed Session**

Moved by: Councillor Twinney  
Seconded by: Councillor Mrakas

a) THAT the Central York Fire Services – Joint Council Committee resolve into Closed Session for the purpose of discussing personal matters about identifiable individuals, including municipal or local board employees as per Section 239 (2) (b) of the Municipal Act, 2001.

### **Carried**

The Central York Fire Services – Joint Council Committee resolved into Closed Session at 10:56 a.m.

The Central York Fire Services – Joint Council Committee (Closed Session) Minutes recorded under separate cover.

The Central York Fire Services – Joint Council Committee resumed into Open Session at 11:04 a.m.

The Town Clerk, Aurora advised that JCC, in Closed Session considered two reports with respect to identifiable individuals and the staff direction provided was confirmed.

### **Adjournment**

Moved by: Councillor Bisanz  
Seconded by: Councillor Twinney

THAT the meeting adjourn.

### **Carried**

There being no further business, the meeting adjourned at 11:05 a.m.

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Date

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Councillor John Abel, Chair

**CENTRAL YORK FIRE SERVICES**

December 21, 2016

**CENTRAL YORK FIRE SERVICES REPORT 2017- 01**

To: Joint Council Committee  
Origin: Central York Fire Services - Deputy Chief Rocco Volpe  
Subject: **Emergency Services Agreements - Town of Whitchurch-Stouffville;  
Township of King**

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**RECOMMENDATIONS**

**THAT Central York Fire Services Report 2017- 01 dated December 21, 2016, Emergency Services Agreements – Town of Whitchurch-Stouffville; Township of King be received for information purposes;**

**COMMENTS**

The purpose of this fire report is to advise JCC that the existing Emergency Services Agreements between the Town of Newmarket, the Town of Whitchurch-Stouffville and the Township of King will have reached the end of their term on December 31, 2016 at midnight. The two agreements have been renegotiated and contain minor housekeeping changes and updates.

The agreement with Whitchurch-Stouffville has been revised to include salaries for new hires in the percentage increase in the budget for CYFS when calculating the increase in the retainer. Both agreements have been revised to semi-annual billing from annual billing.



**BACKGROUND*****Town of Whitchurch-Stouffville***

The first agreement with Whitchurch-Stouffville was approved by JCC in June of 2006. Since that time, CYFS has provided emergency fire protection services to the Town of Whitchurch-Stouffville for the northwest portion of the municipality. In 2011, the agreement was renegotiated for an additional five years, ending December 31, 2016.

Over the last several months, CYFS has negotiated with Whitchurch-Stouffville Fire & Emergency Services (WSFES) to extend the agreement for an additional five years, to the end of 2021.

***Township of King***

Since 2011, CYFS has provided the Township of King with emergency fire protection services to the northeast quadrant of the Township of King.

December 31, 2016 will see the agreement expire. Over the past few months, CYFS has negotiated with King Fire & Emergency Services (KFES) to extend the agreement for an additional five years, ending December 31, 2021.

**BUDGET IMPACT**

The projected retainer for the Town of Whitchurch-Stouffville by year is as follows:

Year	Retainer \$	% Increase	Estimated New Hires
2017	186,505	5.8%	4 FF, 1 Life Safety Educator
2018	196,054	5.1%	4 FF, 1 Training AA
2019	207,405	5.8%	4 FF, 1 Human Resources
2020	219,165	5.7%	4 FF, 1 Network Person
2021	227,800	3.9%	1 Fire Prevention Inspector

**Notes:**

2018 and subsequent years are based on the 10 year forecast last updated in 2016

2020 is the last year of the five year phase in of the new recruits

Similarly, the projected retainer for the Township of King by year is as follows:

Year	Retainer \$	% Increase	Estimated New Hires
2017	40,051	5.8%	4 FF, 1 Life Safety Educator
2018	42,102	5.1%	4 FF, 1 Training AA
2019	44,540	5.8%	4 FF, 1 Human Resources
2020	47,065	5.7%	4 FF, 1 Network Person
2021	48,919	3.9%	1 Fire Prevention Officer

**Notes:**

2018 and subsequent years are based on the 10 year forecast last updated in 2016

2020 is the last year of the five year phase in of the new recruits

In addition to the retainer fee, Whitchurch-Stouffville and King pay a "per call fee" for each fire apparatus and staff responding to an incident.

The Ministry of Transportation rates as of December 1, 2016 is \$459.45 per CYFS fire apparatus, per hour. This dollar amount is applied to each CYFS fire apparatus that responds to the Whitchurch-Stouffville and King contracted area.

Rates for Officers and Firefighters will be as set out in the Collective Agreement between CYFS and the Town of Newmarket.

### **CONSULTATION**

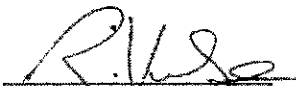
This report was developed after consultation with the Town of Newmarket Legal Services and Finance Departments.

### **IMPACT ON THE MASTER FIRE PLAN**

There is no impact to the CYFS Master Fire Plan.

### **CONTACT**

For further information or questions regarding this report, please contact;

  
Rocco Volpe, Deputy Chief  
Central York Fire Services



## CENTRAL YORK FIRE SERVICES

2016-11-14

### **Fire Services Report 2016-05**

To: Joint Council Committee  
Origin: Central York Fire Services – Training  
Subject: **Medical Oversight of CYFS Medical Program**

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### **RECOMMENDATIONS**

**THAT the Joint Council Committee (JCC) approve securing medical oversight from a physician for the CYFS medical response program,**

**AND THAT JCC authorize an increase in level of service that would allow CYFS to follow a symptom relief drugs protocol.**

### **BACKGROUND**

CYFS currently works without medical oversight from a doctor. For a number of years, the Department had worked under a doctor's license through Lakeridge Hospital. A dramatic fee increase along with a significant reduction in service caused CYFS and many other departments to seek a different service provider. In 2013 CYFS together with several other fire services joined the Red Cross medical program to ensure all front line staff were compliant with current regulations.

The Red Cross program, although less costly, does put the corporation at risk of criticism in the event of emergency medical treatment. In order to provide a more appropriate level of training and oversight, CYFS has researched available options. The proposed medical oversight through a physician would provide education, evaluation and monitoring services. It would also allow CYFS to carry and administer industry standard symptom relief drugs, starting with Epinephrine for anaphylactic patients. Anaphylaxis is a severe allergic reaction that is rapid in onset and has the potential to be life threatening, either through swelling that shuts off the patient's airway or through a significant drop in blood pressure. Food allergies are the most common cause of anaphylaxis. However insect venom, medications, exercise, latex can trigger an anaphylactic reaction. This change in the level of service has the potential to save a resident's life when they are suffering from a severe allergic reaction.

Early administration of intramuscular Epinephrine is the most effective treatment for this allergic reaction.

### **BUDGET IMPACT**

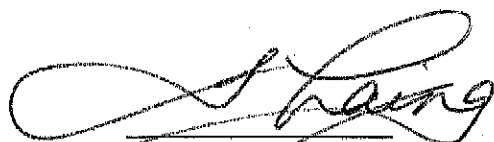
The annual fee for medical oversight is approximately \$15,000. This fee also includes training and evaluating our shift trainers, writing and updating our medical protocols, evaluating every firefighter and monitoring and reviewing all delegated acts performed by CYFS.

Carrying adequate dosage of Epinephrine on 6 vehicles is estimated to be \$2,200 annually.

With related supplies, the total annual cost for this service is estimated to be \$18,000 and will be incorporated into the 2017 approved budget.

### **IMPACT ON THE MASTER FIRE PLAN**

Increasing the level of medical service response will be reflected in future versions of the Master Fire Plan.



FIRE Chief  
Central York Fire Service