

**ADDITIONS TO THE COUNCIL MEETING
AUGUST 23, 2021
TOWNSHIP OF WILMOT COUNCIL AGENDA**

5.1. Consent Agenda

Recommendation

THAT Item 11.12 be added to the agenda under CONSENT as Report No. FD 2021-04 Second Quarter Activity Report.

5.2. Reports

Recommendation

THAT Item 12.3 be added to the agenda under Reports Fire Services as Item 12.3.1 Report No. 2021-14 Shower Installation Women's Washroom Station 1 Baden.



FIRE SERVICES

Staff Report

REPORT NO: FD 2021-04

TO: Council

SUBMITTED BY: Rod Leeson, Fire Chief

PREPARED BY: Donna Erb, Administrative Assistant

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: Second Quarter Activity Report

RECOMMENDATION:

That the Fire Department Activity Report for the second quarter of 2021 be received for information purposes.

SUMMARY:

Not applicable.

BACKGROUND:

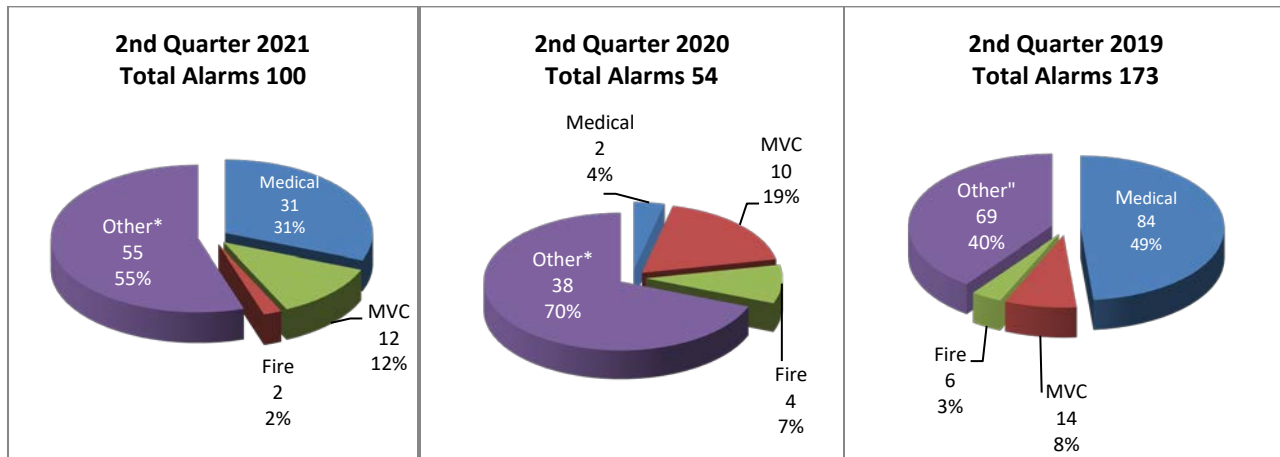
Not applicable.

REPORT:

The attached information shows the fire alarm activities for the three stations, as well as the activities from the Fire Prevention Officer and the Training Officer.

In total during the second quarter, the Fire Department responded to a total of 100 alarms. Of these, 11 incidents were a 2-station response, and 2 incidents were a 3-station response. For the same period in 2020, the department responded to 54 alarms with 10 incidents being a 2-station response and 3 incidents being a 3-station response. In 2019, the department responded to 173 incidents with 8 incidents being a 2-station response and 2 incidents being a 3-station response.

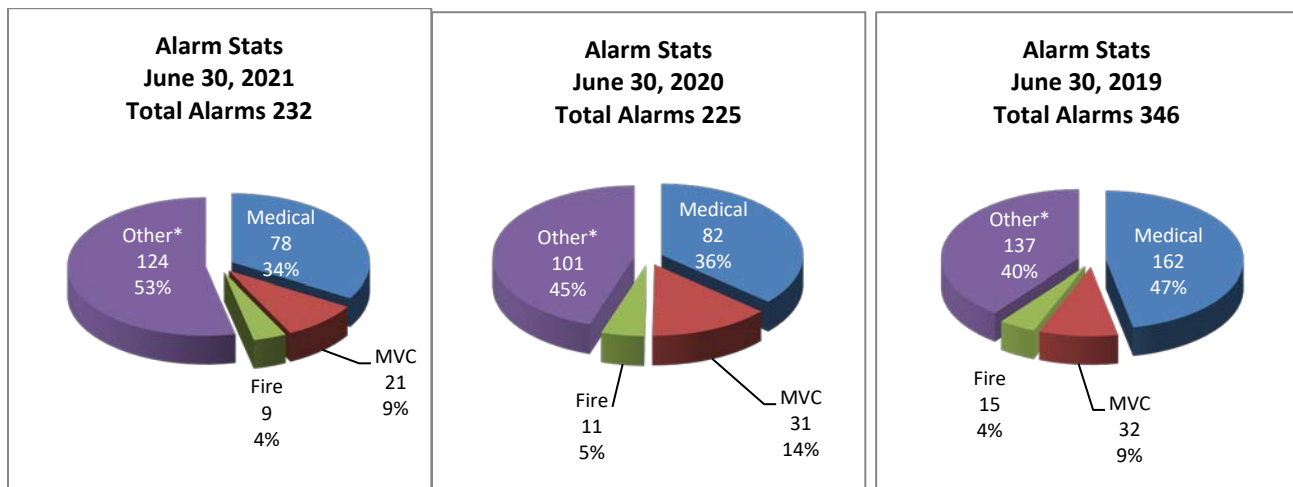
Second Quarter Alarm Stats Comparison



*Includes Alarms Ringing, Burn Complaints, CO Investigations, and smoke or odour investigations and any other miscellaneous calls.

Comparing the year-to-date alarm stats, from January 1st to June 30th, the Fire Department responded to a total of 232 alarms, 21 of these alarms were a 2-station response and 9 alarms were a 3-station response. For the same period in 2020, the department responded to 225 alarms, 20 alarms were a 2-station response, 5 alarms were a 3-station response. In 2019, they responded to 346 alarms, 14 were a 2-station response and 4 were a 3-station response.

Year-to-Date Alarm Stats Comparison (June 30, 2021)



*Includes Alarms Ringing, Burn Complaints, CO Investigations, and smoke or odour investigations and any other miscellaneous calls.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Communicating municipal matters.

FINANCIAL CONSIDERATIONS:

Not applicable.

ATTACHMENTS:

Second Quarter Alarm Stats
Fire Prevention Officer Report
Training Officer Report



Township of Wilmot Fire Department

Fire Chief Rod Leeson

2nd Quarter Alarm Stats Comparison - Station 1 Baden

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	1	0	4
3 NO LOSS OUTDOOR fire (see exclusions)	2	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	2	3
24 Other Cooking/toasting/smoke/steam (no fire)	1	2	0
29 Other pre fire conditions (no fire)	1	0	0
31 Alarm System Equipment - Malfunction	2	3	2
32 Alarm System Equipment - Accidental activation (exc. code 35)	2	0	1
33 Human - Malicious intent, prank	0	0	1
34 Human - Perceived Emergency	2	0	1
35 Human - Accidental (alarm accidentally activated by person)	1	0	0
36 Authorized controlled burning - complaint	0	1	0
37 CO false alarm - perceived emergency (no CO present)	0	1	0
38 CO false alarm - equipment malfunction (no CO present)	2	0	0
45 Spill - Gasoline or Fuel	0	0	1
50 Power Lines Down, Arcing	0	2	0
53 CO incident, CO present (exc false alarms)	1	0	0
59 Other Public Hazard	1	0	0
61 Vehicle Extrication	1	1	1
62 Vehicle Collision	6	3	6
701 Oxygen administered	1	0	0
73 Seizure	0	0	3
76 Chest pains or suspected heart attack	2	0	4
84 Medical Aid Not Required on Arrival	2	0	3
898 Medical/resuscitator call no action required	0	0	1
89 Other Medical/Resuscitator Call	1	0	6
911 Assisting Other FD: Automatic Aid	0	1	0
93 Assistance to Other Agencies (exc 921 and 922)	5	2	8
96 Call cancelled on route	4	0	3
97 Incident not found	2	0	0
98 Assistance not required by other agency	5	1	15
Assist Another Wilmot Station at an Incident	6	9	5
Total Number of Responses	51	29	68



Township of Wilmot Fire Department

Fire Chief: Rod Leeson

2nd Quarter Alarm Stats Comparison - Station 2 New Dundee

Response Type	# of incidents		
	2021	2020	2019
1 Fire	0	1	1
3 NO LOSS OUTDOOR fire (see exclusions)	2	1	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	1	0
29 Other pre fire conditions (no fire)	0	0	1
31 Alarm System Equipment - Malfunction	1	0	1
32 Alarm System Equipment - Accidental activation	0	0	1
36 Authorized controlled burning - complaint	0	1	1
38 CO false alarm -equipment malfunction (no CO present)	0	1	0
39 Other False Fire Call	1	0	0
41 Gas Leak - Natural Gas	1	0	0
62 Vehicle Collision	0	1	3
701 Oxygen administered	0	0	2
702 CPR administered	0	0	1
71 Asphyxia, Respiratory Condition	0	0	3
73 Seizure	0	0	1
76 Chest pains or suspected heart attack	0	0	2
84 Medical Aid Not Required on Arrival	0	0	2
88 Accident or illness related - cuts, fractures, person fainted, etc	0	0	2
89 Other Medical/Resuscitator Call	0	0	2
898 Medical/resuscitator call no action	0	0	1
910 Assisting Other FD: Mutual Aid	0	1	2
96 Call cancelled on route	0	3	2
98 Assistance not required by other agency	0	0	2
Assist Another Wilmot Station at an Incident	5	3	4
Total Number of Responses	2021 10	2020 13	2019 35



Township of Wilmot Fire Department

Fire Chief Rod Leeson

2nd Quarter Alarm Stats Comparison - Station 3 New Hamburg

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	1	3	1
3 NO LOSS OUTDOOR fire (see exclusions)	0	0	1
22 Pot on Stove (no fire)	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	3	0
24 Other Cooking/toasting/smoke/steam (no fire)	1	2	2
31 Alarm System Equipment - Malfunction	2	2	4
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	3	1
34 Human - Perceived Emergency	0	1	0
35 Human - Accidental (alarm accidentally activated by person)	2	0	1
36 Authorized controlled burning - complaint	0	0	1
37 CO false alarm - perceived emergency (no CO present)	0	1	0
38 CO false alarm - equipment malfunction (no CO present)	2	1	0
39 Other False Fire Call	1	0	0
41 Gas Leak - Natural Gas	1	0	0
50 Power Lines Down, Arcing	1	0	0
58 Public Hazard call, false alarm	0	0	1
62 Vehicle Collision	5	5	4
65 Home/Residential Accident	1	0	0
701 Oxygen administered	0	0	9
702 CPR administered	1	0	0
703 Defibrillator used	0	1	0
71 Asphyxia, Respiratory Condition	0	0	8
73 Seizure	0	0	3
76 Chest pains or suspected heart attack	10	0	8
84 Medical Aid Not Required on Arrival	0	0	3
85 Vital signs absent, DOA	0	0	2
86 Alcohol or drug related	3	0	2
88 Accident or illness related -cuts, fractures, person fainted, etc	1	0	2
89 Other Medical/Resuscitator Call	6	1	12
898 Medical/resuscitator call no action required	4	0	1
899 Medical/resuscitator call false alarm	0	0	1
93 Assistance to Other Agencies	0	0	2
96 Call cancelled on route	1	0	6
98 Assistance not required by other agency	6	0	4
Assist Another Wilmot Station at an Incident	4	4	3
Total Number of Responses	54	28	82



Township of Wilmot Fire Department

Fire Chief Rod Leeson

2nd Quarter Alarm Stats Comparison - All Stations

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	2	4	6
3 NO LOSS OUTDOOR fire (see exclusions)	4	2	2
22 Pot on Stove (no fire)	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	6	3
24 Other Cooking/toasting/smoke/steam (no fire)	2	4	2
29 Other pre fire conditions (no fire)	1	0	1
31 Alarm System Equipment - Malfunction	5	5	7
32 Alarm System Equipment - Accidental activation (exc. code 35)	3	3	3
33 Human - Malicious intent, prank	0	0	1
34 Human - Perceived Emergency	2	1	1
35 Human - Accidental (alarm accidentally activated by person)	3	0	1
36 Authorized controlled burning - complaint	0	2	2
37 CO false alarm - perceived emergency (no CO present)	0	2	0
38 CO false alarm - equipment malfunction (no CO present)	4	2	0
39 Other False Fire Call	1	0	0
41 Gas Leak - Natural Gas	1	0	0
45 Spill - Gasoline or Fuel	0	0	1
50 Power Lines Down, Arcing	1	2	0
53 CO incident, CO present (exc false alarms)	2	0	0
57 Public Hazard no action required	1	0	0
58 Public Hazard call false alarm	0	0	1
59 Other Public Hazard	1	0	0
61 Vehicle Extrication	1	1	1
62 Vehicle Collision	11	9	13
65 Home/Residential Accident	1	0	0
701 Oxygen administered	1	0	11
702 CPR administered	1	0	1
703 Defibrillator used	0	1	0
71 Asphyxia, Respiratory Condition	0	0	11
73 Seizure	0	0	7
76 Chest pains or suspected heart attack	12	0	14
84 Medical Aid Not Required on Arrival	2	0	8
85 Vital signs absent, DOA	0	0	2
86 Alcohol or drug related	3	0	2
88 Accident or illness related - cuts, fractures, person fainted, etc.	1	0	4
89 Other Medical/Resuscitator Call	7	1	20
898 Medical/resuscitator call no action required	4	0	3
899 Medical/resuscitator call false alarm	0	0	1
910 Assisting Other FD: Mutual Aid	0	1	2
911 Assisting Other FD: Automatic Aid	0	1	0
93 Assistance to Other Agencies (exc 921 and 922)	5	2	10
96 Call cancelled on route	5	3	11
97 Incident not found	2	0	0
98 Assistance not required by other agency	11	1	21
Total Number of Responses	100	54	173
Incidents with a Two-Station Response	11	10	8
Incidents with a Three-Station Response	2	3	2



Township of Wilmot Fire Department

Fire Chief Rod Leeson

Year to Date Alarm Stats Comparison - All Stations (June 30, 2021)

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	9	11	15
3 NO LOSS OUTDOOR fire (see exclusions)	6	3	3
21 Overheat (no fire, e.g. engines, mechanical devices)	2	0	1
22 Pot on Stove (no fire)	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	8	3
24 Other Cooking/toasting/smoke/steam (no fire)	3	4	2
29 Other pre fire conditions (no fire)	1	0	3
31 Alarm System Equipment - Malfunction	9	13	14
32 Alarm System Equipment - Accidental activation (exc. code 35)	7	7	9
33 Human - Malicious intent, prank	0	2	1
34 Human - Perceived Emergency	3	3	4
35 Human - Accidental (alarm accidentally activated by person)	6	2	3
36 Authorized controlled burning - complaint	1	3	2
37 CO false alarm - perceived emergency (no CO present)	2	4	2
38 CO false alarm - equipment malfunction (no CO present)	6	6	1
39 Other False Fire Call	2	0	0
41 Gas Leak - Natural Gas	1	0	0
45 Spill - Gasoline or Fuel	0	1	1
50 Power Lines Down, Arcing	1	2	1
53 CO incident, CO present (exc false alarms)	6	0	1
57 Public Hazard no action required	1	0	1
58 Public Hazard call false alarm	0	0	2
59 Other Public Hazard	2	2	0
61 Vehicle Extrication	3	2	3
62 Vehicle Collision	18	29	29
65 Home/Residential Accident	1	0	0
67 Water Rescue	0	1	0
69 Other Rescue	1	0	0
701 Oxygen administered	1	9	33
702 CPR administered	4	2	2
703 Defibrillator used	0	1	0
71 Asphyxia, Respiratory Condition	4	14	23
73 Seizure	1	2	9
76 Chest pains or suspected heart attack	29	12	29
82 Burns	0	1	0
84 Medical Aid Not Required on Arrival	8	5	10
85 Vital signs absent, DOA	3	5	4
86 Alcohol or drug related	3	1	3
88 Accident or illness related - cuts, fractures, person fainted, etc.	4	4	12
89 Other Medical/Resuscitator Call	15	19	29
898 Medical/resuscitator call no action required	6	7	7
899 Medical/resuscitator call false alarm	0	0	1
910 Assisting Other FD: Mutual Aid	0	1	2
911 Assisting Other FD: Automatic Aid	0	1	0
93 Assistance to Other Agencies (exc 921 and 922)	9	8	14
94 Other Public Service	0	1	2
96 Call cancelled on route	16	11	24
97 Incident not found	3	1	1
98 Assistance not required by other agency	33	16	40
99 Other Response	1	0	0
Total Number of Responses	232	225	346
Incidents with a Two-Station Response	21	20	14
Incidents with a Three-Station Response	9	5	4



TOWNSHIP OF WILMOT FIRE DEPARTMENT
FIRE PREVENTION REPORT
QUARTERLY REPORT
Period ending June 30/2021

Wilmot Fire Department Fire Prevention Division has been working diligently to raise awareness about fire safety and to support business owners and tenants in gaining compliance with the Ontario Fire Code and Fire Protection and Prevention Act. The following outlines specific areas Fire Prevention has been working on:

- Fire code compliance inspections based on complaint, request and routine
- Fire investigations
- Fire Safety Plan/Site Plan reviews
- Open air burn & contained site permits
- Public education
- Smoke/CO alarm loaner program

This quarter, we continued to perform duties under COVID-19 restrictions with an emphasis on touchless processes and proper use of PPE.

As group gatherings remain limited, providing public education continues to be challenging. We continue to use electronic means to communicate fire safety messaging, with a focus on media releases, Twitter, Facebook, newsletters, and the electronic signs. This quarter, we published a “Look for the Mark” bulletin to raise awareness about certifications when purchasing smoke alarms, issued Victoria Day safety messaging, and produced four videos to promote Emergency Preparedness Week. We concluded the Green Light Campaign with the release of a final video in April highlighting that the signs had been installed. All sign placements have been confirmed and project is now complete. Lastly, we continued to use the Baden Outlook publication to share monthly fire safety messaging and firefighter biographies.

Fire Prevention also continues to support all stations with logistics, organization of some maintenance operations, and actively provides input on fire related by-laws currently under review. This quarter we updated the Smoke/CO Loaner Program by including new kits in select fire apparatus and updating our guidelines for usage. We published information to our on-line learning platform to all firefighters, informing them of the changes and reinforcing current residential Fire Code requirements. Also this quarter, we engaged with a company that recycles fire equipment and provided expired gear in exchange for six messenger bags free of charge, which will be used for the door to door campaign.



INSPECTIONS, INVESTIGATION & PREVENTION ACTIVITIES:

- 25 open burn permits issued, 2 denied
- 7 contained site permit issued, 1 denied, 1 revoked
- 9 complaints investigated
- 7 requested inspections completed
- 4 follow-up inspections completed
- 8 plan reviews completed
- 1 fire investigation

TRAINING/SEMINARS/MEETINGS:

- Webinars:
 - OMFPOA Training and Education (2 sessions)
- Ongoing meetings:
 - Emergency Control Group
 - Fire Management

Yours in fire prevention,

Andrew Mechalko
Fire Prevention Officer
Wilmot Fire Department



Wilmot Fire Department

Training Division
60 Snyder's Road West
Baden, ON
N3A 1A1

QUARTERLY REPORT 2nd QUARTER 2021

The Training Division of Wilmot Fire Department continued to experience several challenges during this Quarter with the COVID 19 pandemic hampering our ability to safely and effectively train our firefighters in the normal fashion. We have continued to use the Target Solutions On-line Training Platform to deliver training concepts and refresher reading assignments. The training schedule has been modified to 2 platoons per week in an effort to continue training while minimizing class size and personnel interactions. There is a strict and comprehensive protocol personnel must follow during the nights we are at training.

TRAINING:

Recruits:

The 2021 recruit class continued this quarter. We continued to use the Target Solutions On-line Training Platform for the recruits, there was continual updating to the specific content assembled, and updated lesson plans created. They continue to work through the program with the expectation of finishing FFI & FFII certification in fall 2021.

Some of this training included third party training in Auto Extrication with Code 4, and Health & Wellbeing training with CCISF. We also had our Live Fire training day with this group in May.

There was an update to the OFC requirements, and now all recruits are also completing NFPA 1072 HazMat Awareness and Operations training as part of completing certification up to NFPA 1001 FFII.

All recruits also got their Red Cross Medical certifications.

Department Training Plan:

Work is continuing on the annual training outline. Due to the COVID-19 pandemic, our regular training nights have been split over 2 training nights with 2 platoons participating to reduce the amount of interaction between platoons.

We also set up a combined in-person/GoTo meeting training night for the first time which worked out fairly well, with a few lessons learned for the next time.



Wilmot Fire Department

Training Division
60 Snyder's Road West
Baden, ON
N3A 1A1

The topics firefighters have worked on included:

- 🛡 Medical training
- 🛡 SCBA care & use
- 🛡 Fire behavior prop / ventilation
- 🛡 Auto extrication
- 🛡 Aerial operations
- 🛡 Pumping water supply scenarios
- 🛡 Rainbow Diversity Training

OTHER:

- 🛡 4 personnel completed DZ license Drive Tests.
- 🛡 3 personnel completed NFPA 1021 Fire Officer 1 training

Meetings:

- 🛡 Senior Fire Management
- 🛡 Emergency Control Group
- 🛡 JESOAG Fire-Specific meeting
- 🛡 Township Co-operative Recruit training

Respectfully,
Dale Clements
Training Officer | CEMC
Wilmot Fire Department



FIRE SERVICES

Staff Report

REPORT NO: FD 2021-14

TO: Council

SUBMITTED BY: Rod Leeson, Fire Chief

PREPARED BY: Rod Leeson, Fire Chief

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: Women's Washroom Renovations at Station 1 Baden

RECOMMENDATION:

That RFQ 2021-26 be awarded to Astus Development Inc., for the completion of washroom renovations at Station 1 in Baden, in the amount of \$41,935, including HST.

SUMMARY:

Fire Department staff identified the need to renovate the women's washroom, to add a shower to enable our female members to remove fire ground contaminants when returning from an emergency incident. This investment provides equitable amenities for male and female firefighters and follows best practices, meets the Ministry of Labour, Training and Skills Development Section 21 guidance note 6-1 Hygiene and Decontamination, NFPA 1500 Health and Safety to reduce occupational hazards.

BACKGROUND:

In 2019, interior renovations were made that moved the single Company Officers office to a new location within the existing meeting room. The purpose of this move was to increase the Company Officer's office footprint and to allow sufficient space to expand the existing women's washroom. The Company Officers office is a shared space and required an additional desk for the workspace. The washroom expansion was necessary to accommodate the installation of a

shower and to create space for small storage lockers and a changing area. The small lockers will permit the storage for a change of clothes and personal hygiene products.

REPORT:

The men's washroom had showers installed in 2016. To accommodate our female firefighters, a lock was installed on the inside of the door with the expectation that they would use the men's showers. After discussions with the Fire Management Team and a review of the layout, it was determined that installing a shower in the women's washroom was mandatory.

This procurement exercise was undertaken to facilitate the renovation of the existing women's washroom to accommodate the installation of a single shower, relocate the toilet/enclosure and sufficient room for changing and small lockers. The existing women's washroom footprint can only accommodate two (2) toilets/enclosures and a wall-mount sink. Repurposing the former Company Officers office will create sufficient space for the renovation and is adjacent to the existing women's washroom. Due to the proximity and layout, underground plumbing will not be required to move beyond the existing area. This will only require the floor to be removed in the existing women's washroom area to reduce renovation costs while achieving the shower installation.

An RFQ was issued and made available online through the Township's e-bidding site. There were a total of eleven (11) plan takers, with two (2) proposals received at the time of close on Friday, July 23, 2021.

Bidder	Location	Bid Submitted
Astus Development Inc.	Stratford, ON	\$50,772.50
Direk Construction Inc.	Mississauga, ON	\$57,000.00

After reviewing the bids submitted for this quote, staff worked with the low bidder to remove some optional items and bring the total quotation to \$41,935, more in line with the budget allocation for these works. It was determined that due to market conditions, contractor shortages and the significant delay to the project caused by the COVID-19 Pandemic, the project should proceed.

The bid received from Astus Development Inc. for \$37,764 (net of HST rebate) is being recommended for award. All references have been verified and appear to be satisfactory.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This recommendation is aligned with the Strategic Plan through the action of investing in our staffing resources to improve their health, wellbeing and benefits, remaining market competitive. In addition, the works outlined in this report are consistent with the action of implementing the recommendations contained within the Council approved Fire Master Plan.

FINANCIAL CONSIDERATIONS:

The approved capital budget for this project is outlined below:

Funding Source	Amount
General Levy	\$30,000
Total Budget	\$30,000

Staff have reviewed the bids submitted for completeness and based on available budget and priority need, staff are recommending awarding the washroom renovations at Station 1 to Astus Development Inc.

The full cost of the Astus Development Inc. proposal including taxes is \$41,935. The total cost, net of HST rebate is \$37,764. Overall project costs will be reconciled as part of year-end processing and reporting.

ATTACHMENTS: None