

## **TERMS OF REFERENCE**

**NAME:** Fire truck Specification Review Committee

**MISSION:** The Fire truck Specification Review Committee shall review the requirements for new fire apparatus designed to be used under emergency conditions to transport personnel and equipment and to support the suppression of fires and mitigation of other hazardous situation ensuring department requirements and standardization in adherence to legislative requirements NFPA1901 and CANULC-S515.

**BACKGROUND:** Special Council Meeting December 10, 2015  
CR2015-1373  
Moved By: Emmett Yeo  
Seconded by: Isaac Breadner

RESOLVED THAT given the Fire Chief has indicated that there will be no further fire truck purchase requests until 2019, with the exception of an aerial truck; THAT the Fire Chief be directed to review and modify fire truck specifications for a more affordable standard that can be manufactured in Canada; and  
THAT the Fire Chief provide a report to Council on this issue prior to any further tanker, pumper or combination truck budget requests.

**OBJECTIVES:** The Fire truck Specification Review Committee shall review the Fire Rescue Service fire truck specifications to:

- Ensure that the City's Fire Service truck specifications upholds the legislated requirements under the Provincial Fire Protection and Prevention Act (FPPA), NFPA 1901 2016 Edition and CANULC-S515
- Ensure standardization of the fire truck fleet
- Ensure the fire truck specifications meet the departments requirements to support suppression of fires and mitigation of other hazardous situations
- Ensure the Fire Services capability to transport personnel and equipment for fire suppression and other hazardous situations

**COMPOSITION:** The Committee shall be comprised of CLAC Local 920 Volunteer representatives, Fire Administration, a representative from Local 1701 Professional Fire fighter Association, Emergency Vehicle Technician, and members of council. CLAC Local 920 will be invited to put forward the name of Volunteer members to sit on the committee. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.

**TERM OF APPOINTMENT:** Committee members will be required to attend a minimum of 2, maximum of 3 committee meetings.

**RESOURCES:** The Fire Service will provide support to the committee in the form of providing advice and information.

**STAFF ASSIGNED:** Primary staff from the Fire Service will be available to assist the Committee and to attend meetings.

**TIMING OF MEETINGS:** Meetings will be held on a day and time as may be determined by the Committee.

**REPORTS:** Minutes of the meetings of the Committee shall be forwarded to the Council for information purposes in accordance with established policy.

**ADMINISTRATION:** Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the Fire Chief through a report to Council.

**APPOINTMENT OF OFFICERS:** The Chair of the Fire Truck Specification Committee shall be determined at the first meeting of the committee. A staff person from the Fire Service shall serve as the Secretary.

**MEETINGS; PROCEDURES** The Committee shall hold a minimum of 2, maximum of 3 meetings. The date and time of the meetings shall be determined at the first meeting of the Committee.

**PROCEDURES:** Meetings of the Committee shall be governed by Robert's Rules of Order, Procedural By-law and Legislation.

**CLOSED MEETINGS:** The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with Section 239 of the Municipal Act.

**CONFLICTS OF INTEREST:** Members shall abide by the rules outlined within the municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

**ERRORS/OMISSIONS:** The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

**LOCATION OF MEETINGS:** The location of the meetings will be set by the Committee.

**PURCHASING POLICY:** All Committee members that have purchasing responsibilities shall follow the Procurement Policy of the City unless another purchasing policy has been endorsed by Council.

**BUDGET:** Budget shall be as approved by Council and administered through the Fire Service.

**VOLUNTEER POSITIONS:** Unless approved by Council, as part of the Terms of Reference or establishing by-law, all Committee members are considered volunteer positions with no remuneration. Mileage costs and other minor expenses related to Committee activities may be eligible for reimbursement subject to budget approvals by Council.

**ACTIVITIES AND RESPONSIBILITIES:** The following are the activities and responsibilities of the Committee:

- (a) Committee Members will be appointed as established in the composition of the Committee Members
- (b) Review the requirements for new fire apparatus
- (c) Any other as determined necessary by the Committee

**DISSOLUTION:** At the discretion of Council or upon the mandate of the Committee being fulfilled, the Committee will be dissolved.

**EXPULSION OF MEMBER:** The Committee may recommend to Council the expulsion of a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act, Fire Protection and Prevention Act; disrupting the work of the Committee or other legal issues.