



THE CORPORATION OF THE TOWNSHIP OF HORTON
PROTECTIVE SERVICES COMMITTEE

May 13th, 2021
5:00 p.m.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Minutes from Previous Meeting
 - i. March 11th, 2021
4. Fire Chiefs Report and Update
5. Staff/Committee Members Concerns
6. New Business
7. Next Meeting Date
 - i. June 10th, 2021 – 5:00 p.m.
8. Adjournment

PG.2

PG.4

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

Protective Services Committee Meeting

March 11th, 2021

5:00 p.m.

There was a Meeting of the Protective Services Committee electronically via Zoom on Thursday March 11th, 2021. Present was Chair Lane Cleroux and Mayor Bennett. Public Advisory Members present were Spencer Hopping and John Purdon. Staff present was Fire Chief Allan Cole and CAO/Clerk Hope Dillabough – Recording Secretary.

Deputy Mayor Campbell sent his regrets.

1. CALL TO ORDER

Chair Cleroux called the meeting to order at 5:02 p.m. and performed roll call.

	Present	Absent
Chair Cleroux	X	
Deputy Mayor Campbell		X
Mayor Bennett	X	
Public Advisory Member John Purdon	X	
Public Advisory Member Spencer Hopping	X	

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest expressed by Members of the Committee.

3. MINUTES FROM PREVIOUS MEETING

i) February 11th, 2021

Moved by John Purdon

Seconded by Spencer Hopping

THAT the Protective Services Committee accept the Minutes of February 11th, 2021.

	Yea	Nay
Chair Cleroux	X	
Public Advisory Member John Purdon	X	
Public Advisory Member Spencer Hopping	X	

Carried

4. FIRE CHIEF'S REPORT AND UPDATE - VERBAL

Fire Chief Allan Cole reviewed his report for the Committee. He presented the Responses for the time period beginning January 1st and ending March 8th, 2021. There were ten (10) responses in total. Chief Cole briefly discussed his Renfrew County Fire Chief's Association meeting he attended on March 3rd, 2021. Chief Cole also briefed the Committee that some members of the Fire Department have received their Covid-19 vaccinations as they have been shortlisted due to being first responders.

The competition for the Deputy Fire Chief has closed and Chief Cole and CAO/Clerk Hope Dillabough are working together to review the submitted applications and establish interview questions and timelines.

It was also discussed allowing the Fire Department and the Public Works Department to share the septage tanks (currently unused) and convert them to water storage tanks.

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5. STAFF/COMMITTEE MEMBERS CONCERNS

None

6. NEXT MEETING DATE

The next meeting will be held April 8th, 2021 at 5:00 p.m.

8. ADJOURNMENT

Chair Cleroux declared the meeting adjourned at 5:33 p.m.

CHAIR Lane Cleroux

CAO/CLERK Hope Dillabough



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Monthly Fire Report	Date:	May 11, 2021
	Council/Committee:	Fire Committee
	Author:	J. Allan Cole – Fire Chief
	Department:	Fire

CALL OUTS/RESPONSES:

Responses for the time-period March 09, 2021 to May 10, 2021

- Structure Fire – Utility Shed (1)
- Open Air Burning – Complaint (1)
- Open Air Burning – Out of Control - FD called (4)
- Bush Fire (1)
- Locked Door Rescue Request (1)
- Tree on Power Line (1)
- Mutual Aid Assist – Grass Fire (1)

MEETINGS:

No Scheduled Meetings

TRAINING/WORKSHOPS/:

No scheduled workshops outside the Municipality.

Training this time-period:

- SP-103 Wildland Firefighting for Municipal Fire Departments – Refresher.
- Tabletop exercises – Identifying static water sources.
- Tabletop exercises – Identifying locations for “Yield to Green Flashing Light” signage.

CORRESPONDENCE:

Email from OFM identifying new OFM Fire Protection Advisor for the area. (see attached)
Jon Wilson will be our new FPA.

FIRE PREVENTION/INSPECTION:

Fire Warden Inspections completed for Twp. Garage, Fire Hall and Twp. Office on March 29, 2021.

No major incidents observed.

Reminder to keep all combustibles away from flammables. A good example is in the Furnace Room at the Twp. Office. This area should be kept clear of common combustibles and cleaning supplies at all times.

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OUTSTANDING ISSUES/OLD BUSINESS:

Fire Safety Grant.

We have been approved for a Fire Safety Grant from the OFM in the amount of \$5,300.00. The Grant Application documentation was presented to Council at the April 06 Regular Council Meeting with signed LOI (Letter of Intent). Transfer Payment Agreement documentation between the Province of Ontario and the Township of Horton has been signed. Order has been placed for a Panasonic Toughbook CF-33, Docking Station and support programming with Valley Bytes. (attached). Delivery date ETA is 22 days from date of order.

NEW BUSINESS

(1)

“Yield to Flashing Green Light-Firefighter-Emergency Response” signage

We have received permission from the County to place “Yield to Flashing Green Light” signage on County Roads as well as Twp. Roads within the municipality.

HFD has purchased a quantity of ten (10) signs at a cost of \$642.20 + shipping.

Signs are (0032662) Yield to Flashing Green Light Firefighter, 60x90cm (.081 Alum, Prismatic, Engineer Grade.

These signs meet the Retro-Reflectivity standards as set out by the Ontario Traffic Standards Book 5

We have determined proposed locations:

- NB Bruce Street
- NB Castleford Road
- EB Burnstown Road
- WB River Road near Storie Road
- SB Castleford near River Road
- SB Storyland Road coming from Chenaux
- NB Storyland Road from Hwy 17
- NB Lochwinnoch Road from Hwy 17
- Potentially one at each end of Johnston Road EB and WB
- Any spare signs to be used for Fire Prevention and Public Education activities.

Once locations confirmed, any signage on County Roads will require Road Occupancy Permits to be applied for. HFD will complete this task.

Horton Roads has agreed to install signage and take care of any locates.

(2)

Automatic Aid Agreement with Whitewater Township. Proposed by Whitewater FD.

In the days before amalgamation there was an Automatic Aid Agreement between Horton and Ross Townships, where Ross Township agreed to perform first response services for residents in Horton along the Hwy 652 corridor (Haley to Chenaux). Ross would perform initial response to that area (for a fee. Annual Standby Fee plus individual response fees) and Horton would respond as well, taking over from Ross upon arrival of Horton Apparatus.

Post Amalgamation the agreement was dropped.

Since the time of non-renewal of the old agreement there have been no apparent incidences where an Automatic Aid Agreement would have been of benefit to enhance the response to this area.

I have been approached by Whitewater Chief to see if we wanted to resurrect the old agreement for a new set of fees. To date I have not responded.

Proposed Course of Action:

- HFD to survey the area in question, identifying households that may be affected, confirming civic addresses in the area and determine the distance via roadway from the Horton Fire Hall to each civic address.
- Horton then to confirm distance via roadway from each identified civic address to the Whitewater Haley Station Fire Hall.
- Once distances confirmed for each, HFD staff to consider all variables (including estimated response times to each hall, average # of firefighters responding, historical background as to number of calls to this area annually) and bring forth a report to Council with recommendations.

(3)

3M N95 1870+ Masks.

We have entered into an agreement with the Province for the supply of 3M N95 1870+ series medical grade masks.

These are produced by the new facility in Brockville at the 3M plant.

They come in case lots of 460 per case and for the first year there is no charge for the equipment.

This is a Provincial initiative to ensure all emergency service providers have access to PPE that may not be readily available.

The masks are individually wrapped and have a 5-year shelf life.

We have ordered an initial case lot of 460 and may order more as required.

The province has asked that departments only order what they require on a month-by-month basis so there is no hoarding of equipment situations.

(4)

RFQ for Horton 9837 Replacement – $\frac{3}{4}$ ton 4 x 4 truck

We have been informed by our contracted vehicle mechanic that our current vehicle (Horton 9837- 2000 Ford F-250 4 x 4) will probably not pass next year's annual safety inspection due to deteriorating bodywork and vehicle age without some substantial repair work.

The current Apparatus is 21 years old and is showing signs of age.

A recommendation for possible fleet upgrades was submitted March 08, 2020 outlining some possible courses of action (see attached)

It is our recommendation at this time to proceed with documentation outlining the requirements of a RFQ for the purchase of a replacement vehicle for 9837, hopefully to be completed on or before fiscal year end.

(5)

Suggested combined RFQ process for apparatus purchase between Town of Renfrew and Township of Horton.

We received an email from the Town of Renfrew asking if there was interest in combining a RFQ for apparatus purchase with the Renfrew and Horton. Initial discussions indicated that the combining would basically be 2 RFQs sent out at the same time (Renfrew and Horton) with the hope that combining the two would increase purchasing power.

To date we have not responded to Renfrew's request.

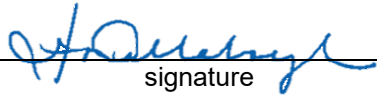
(6)

I would ask if there were any comments, questions, directions from the Protective Services Committee on items 1 to 5 of new business.

Author: J. Allan Cole - Chief
signature

Other: _____
signature

Treasurer _____
signature

C.A.O. 
signature

**YIELD TO
FLASHING
GREEN LIGHT**

FIREFIGHTER



**EMERGENCY
RESPONSE**

Nikky Dubeau

From: Mike Fortier <mfortier@renfrew.ca>
Sent: April 27, 2021 9:27 AM
To: Michel Asselin; Hope Dillabough; Horton Fire Chief
Cc: Rick Trahan; Bill Butler; Mike Fortier
Subject: combined purchase

Good morning Mike, Hope and Allan,

There has been some discussion about purchasing similar new medium duty trucks at both The Town of Renfrew, Development and works Department and The Horton Fire Department.

If there is any interest in trying to combine these purchases and all parties are in agreement, I can work on a draft proposal for everyone's review. I am sure that there are things to work out between municipalities with an arrangement of this nature so if Mike A and Hope could touch base I guess that would be the best place to start.

I look forward to hearing from everyone soon.

Mike Fortier, RSE, Master EVT
Fleet Maintenance,
Development and Works



Municipal Garage
529 Lisgar av
Renfrew, ON K7V 3N6
(613) 432-4147 ex324
mfortier@renfrew.ca
www.renfrew.ca

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HORTON FIRE DEPARTMENT



March 8, 2020

Horton Fire Department Apparatus Synopsis/Analysis

Current Apparatus

- 9614 Pumper 2019 Freightliner
- 9624 Pumper 1996 GMC Top Kick
- 9717 Tanker 1992 International
- 9837 Utility 2000 Ford F-250

Capacity/Capabilities

9614	First Response Pumper	Pumping Capacity 5018 L/M	Onboard Water Supply 4550L
9624	Second Response Pumper	Pumping Capacity 4000 L/M	Onboard Water Supply 3800L
9717	Tanker	Pumping Capacity 1000L/M	Onboard Water Supply 12000L
9837	Utility/Brush Truck	Pumping Capacity 2 Wajax Mark 3 Forestry Pumps.	

Lifecycle Analysis

- 9614 Estimated Life Cycle 1st Response Capability 20+ Years
- 9624 Estimated Life Cycle No longer a 1st Response Vehicle – Secondary Response/Support Capability 5 to 7+ Years.
- 9717 Estimated Life Cycle 1st Response Tanker Life Cycle Limited due to age of Apparatus. Secondary Response/Support Capability 5 to 7+ Years
- 9837 Estimated Life Cycle Support/Utility/Brush Capabilities – Limited to 3 to 5+ Years due to Body Concerns and overloading.

Current Road Worthiness

All Vehicles passed Annual 2020 Safety Inspection

9614 No issues

9624 No Issues – Required axle gasket and 2 seals

9717 No Issues – Required axle gasket and wheel seals – Repair electric horn and interior lighting

9837 No Issues – Noted concern of body metal

Annual Pump Test

9614 Factory Acceptance Test – Passed

9624 Annual Pump Test October 2019 – Passed – Recommend Pump Shaft Seal.

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2253 Johnston Road
Renfrew, K7V 3Z8

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fax.613-432-3658

RETURN TO AGENDA

HORTON FIRE DEPARTMENT



Recommendations

The fleet, in its current configuration, has the capacity to deliver a combined total pumping capacity (worst case scenario) of approximately 9000 L/M with an initial water capacity of approximately 20,000L. This meets or exceeds the required flow rates for the majority of the structures in the Township.

9614 1st Response Pumper

- It is recommended that no action be taken with this vehicle in its current role and it remains the 1st Response Pumper.

9624 2nd Response Pumper

- This apparatus has provided sterling service since 1996. Based on Factory Mutual Requirements and OFM and NFPA Guidelines it cannot continue to be used as a 1st Response Pumper for the Municipality due to age. (not road worthiness or pumping capacity)
- Currently 9624 serves multiple purposes as; 2nd Response Pumper, Shuttle Pumper, Mutual Aid Response Pumper (leaving 9614 as the 1st Response Pumper here to protect the fire safety interests of the Township), Backup Tanker (4000L capacity) in the event that 9717 is on a Mutual Aid Tanker Call, Temporary 1st Response Pumper when 9614 is out of service for maintenance (annually), Large sized blocker vehicle for MVC call-outs on major roadways.
- It is the intent, given the multiple duties this unit is tasked with, to keep the unit in the fleet for the next 3 years with the intention of retiring the vehicle upon purchase of a newer pumper tanker to replace the ageing 9717.

9717 Tanker

- This apparatus (2002 Model) is getting past due for replacement due to age restrictions as mentioned above (not for mechanical reasons)
- The 2600 Imp Gal/12000L tank has had maintenance/welding completed, summer 2019, but has a limited lifespan due to ongoing cracking of the aluminum welds.
- We should be committing funds to reserves to replace this apparatus with the intent of replacing the unit within 3 to 5 years max.
- The optimal replacement vehicle would be a Tandem Axle Pumper/Tanker with a 5000 L/M pump and 12000L water tank.
- Estimated values of an apparatus of this configuration (new) is approximate \$350,000.00

HORTON FIRE DEPARTMENT

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9837 Utility/Rescue/Brush Truck

- This apparatus (2000 Model) is showing signs of body rust and it is determined that annual safety inspection costs will increase as the unit ages.
- Recommended that this unit be considered for replacement within 2 Years.
- Recommended replacement apparatus would be a 5500 Series 4-wheel drive (dual axle) Mini Pumper/Rescue apparatus.
- New preferred but consideration for a used apparatus would be in the works.
- Estimated costs for a new Mini-Pumper/rescue \$1000,000.00 to \$130,000.00
- Estimated Costs for a used Mini-Pumper/Rescue \$65,000.00 to \$85,000.00

Master Plan/Recommendations

Keep all apparatus status quo for the next two years.

Immediately invest funding into reserves for a replacement tanker with the intention to replace within 5 years.

Diligently research available options for a replacement used Mini-Pumper/Rescue for 9837. If an appropriate vehicle becomes available, propose a purchase and declare the current 9837 surplus.

Retain 9624 until such times as replacements for 9837 and 9717 are confirmed.

J. ALLAN COLE

Fire Chief / Chief Fire Inspector
Horton Fire Department
2253 Johnston Road, Renfrew, ON. K7V 3Z8
613-432-6271 x 106 office
613-281-5749 mobile
firechief@hortontownship.ca

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RETURN TO AGENDA

Ministry of the Solicitor General

Office of the
Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur Général

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél.: 647-329-1100
Télééc: 647-329-1143



May 3, 2021

VIA E-MAIL: firechief@hortontownship.ca

A/Fire Chief Allan Cole
Horton Fire Department
2253 Johnston Road
Renfrew, ON K7V 3Z8

Dear A/Fire Chief Cole:

This notice is to inform you of a change to your assigned Fire Protection Adviser effective immediately.

Your new Fire Protection Adviser will be Fire Protection Adviser Jon Wilson. Please find his contact information below:

Name: Jon Wilson, Fire Protection Adviser
Cell: 705-331-0646
E-mail: Jon.Wilson@ontario.ca

If you have any questions, please feel free to liaise directly with FPA Wilson.

Yours truly,

Keith Wells
Assistant Deputy Fire Marshal
Office of the Fire Marshal
Cell: 249-359-1825
E-mail: Keith.Wells@ontario.ca

Tawnya Roberts
Operations Manager
Office of the Fire Marshal
Cell: 613-570-8296
E-mail: Tawnya.Roberts@ontario.ca

RETURN TO AGENDA

Estimate

Valley Bytes

90 Raglan St. S.
Renfrew, Ontario
K7V 1P9

Date	Estimate #
5/7/2021	2029

Name / Address
Township of Horton 2253 Johnston Road, RR#5 Renfrew, ON K7V3Z8

Quotation accepted.
Please use HFD
2021-05-10 as the
PO #.

Rep	Project
TM	

Description	Qty	Rate	Total
Panasonic Toughbook CF-33 CF-33LEHAJVM Tablet - 12" - 8 GB RAM - 256 GB SSD - Windows 10 Pro - 4G - Intel Core i5 7th Gen i5-7300U 2.60 GHz microSDXC Supported - 2160 x 1440 - LTE Advanced	1	4,948.99	4,948.99
GAMBER-JOHNSON CF33 LAPTOP DOCK DUAL RF AVAILABLE JUNE 7/9/1905 NO RETURNS	1	1,239.99	1,239.99
Laptop setup Includes startup of Windows, register laptop, register extended warranty if applicable, windows and drivers updates as necessary and set up anti-virus software if applicable	1	51.00	51.00
Installation of Extra Software	1	28.05	28.05
SERVICE AND REPAIR ONSITE VIP	1.5	105.00	157.50
S-t-S VPN setup put laptop in domain Setup Domain profile Setup Outlook HST (ON) on sales		13.00%	835.32
Subtotal			\$6,425.53
Sales Tax Total			\$835.32
Total			\$7,260.85

J. Allan Cole Fire Chief-Horton Fire Department.