



**Master Fire Plan - Second Crew at Station  
99 (Cornell) Review**

**T e r m s   o f   R e f e r e n c e  
F o r   A  
C o u n c i l   T a s k   F o r c e**

August 2019

# 1. Establishment

In June 2018, Council directed that the recommendations from the Fire Chief related to the need for a second crew at Station 99 for the purpose of improving fire and other emergency response be referred to Council in 2019. The direction to staff at the General Committee related to this item was that staff report back on terms of reference for the establishment of a Task Force to review the Fire Chief's recommendations.

## 2. Mandate

The purpose of the Task Force:

1. To ensure clarity and understanding about the current fire response conditions and what would be required to meet established standards as detailed in the Markham Master Fire Plan for public safety and the protection of property. Including an overview of best practices and standard practices of other municipalities in the provision of life safety responses.
2. To evaluate/discuss alternate options to improve fire response times in Station 99 area and other deficient areas.
3. To determine if there is any potential for neighbouring fire departments to address fire and other emergency response in deficient areas across the City.
4. To review options, impacts and costs to address deficiencies City wide.
5. That the Task Force make recommendations to General Committee on the outcomes and findings of the meetings in an expedited manner due to the importance of addressing public safety.

The review will include resource planning data/GIS mapping used by staff to develop recommendations including the 2<sup>nd</sup> crew at Station 99 (Cornell). Staff to provide background information used to make decisions. The Markham Fire Master Plan and related background data will be provided.

Priority areas of focus for the review:

- **Public Safety:** Ensure consistent and equal response to fire and other emergencies across all neighborhoods.
- **Growth Management:** Ensure that levels of service are maintained as a result of increased population from new development within the context of a variety of built forms - vertical communities to land based development including basement apartments or second suites.
- **Financial Management:** Continue to utilize good financial practices such as ramp up reserves prior to the need occurring.
- **Continuous Improvement** – ensuring operational plans reflect changes in built form, learnings from past fire experiences (Markham and other locations), and opportunities to utilize new types of equipment and technology that benefit public safety.

## **Background:**

A staff report and presentation was made to Council in June of 2018 recommending the activation of a second crew at Station 99 (Cornell) with the objective of reducing the existing fire response deficiency in the City with Wards 5 and 7 being the most severely impacted areas. The fire response time is measured against a target set by City Council when the Master Fire Plan was approved in 2012. The report was referred to 2019 after the election and directed that a task force (sub-committee) be established and that staff provide a terms of reference.

## **Key Facts:**

- In the Province of Ontario the minimum fire response standard is well established and based on National Fire Protection Association Standard (NFPA) 1710 **Standard for the Organisation and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments** which provides response targets to ensure public safety.
- Effective July 2019 municipal Fire Departments in the Province of Ontario will be required to publically report response time performance based on NFPA 1710. The information will include the percentage of times that the response times are met.
- Services provided through Master Fire Plan recommendations contribute to the City's Corporate Goals of Exceptional Services by Exceptional People; Engaged, Diverse & Thriving City; Safe & Sustainable Community; and Stewardship of Money & Resources.

## **Deliverable:**

The Task Force will make recommendations to Council regarding the second crew at Station 99 (Cornell) and a process to address other remaining gaps in fire and emergency response by December 2019.

## **Background Materials:**

- 2018 Reports and presentations to Council

## **Term:**

- September to December 2019

### 3. Membership and Roles and Responsibilities

#### Composition:

The Sub-Committee to be comprised of the following members:

Role and Responsibilities	Members
Chair and three members (4)	<ul style="list-style-type: none"><li>• Mayor Scarpitti</li><li>• Chair of Community Services</li><li>• Two Members of Council</li></ul>
Senior Staff and Support	<ul style="list-style-type: none"><li>• Dave Decker, Fire Chief</li><li>• Adam Grant, Deputy Fire Chief</li><li>• Commissioner of Community and Fire Services Brenda Librecz</li><li>• Andy Taylor, CAO</li><li>• Committee Secretary (Clerks)</li></ul>

### 4. Meeting Schedule and Decision Making

#### Meeting Schedule:

All meetings will occur and be scheduled as determined by the Chair

#### Decision Making:

Decision-making will adhere to the current practices established for sub-committees of Council with final recommendations to be provided to General Committee.

### 5. Reporting Requirements and Methods

The appointed Committee Secretary will manage the meeting agenda and minutes with involvement of the Chair, and Commissioner of Community & Fire Services.

### 6. Budget and Resources

No budget impact. Resources will be supplied internally to support the work of the sub-Committee.

## 7. Test for Completion

The mandate of the sub-committee will be considered complete when the deliverables set out in this mandate have been accomplished or the Task Force has been dissolved by Council