

## MINUTES

### LAND AMBULANCE SUB-COMMITTEE TO THE LEEDS AND GRENVILLE JOINT SERVICES COMMITTEE

Tuesday, December 1, 2009

Council Chambers  
25 Central Avenue West, Brockville

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#### City of Brockville

Mayor David Henderson

#### Town of Prescott

Mayor Suzanne Dodge

#### United Counties of Leeds and Grenville

##### **Members Present:**

John Conley, Chair

Mel Campbell, Warden

Larry Dishaw, Jim Pickard, Doug Struthers, Bill Thake

##### **Other Councillors Present:**

Bill Gooch, Ron Holman

##### **Staff Present:**

Steven Silver, CAO

Chief Dan Chevrier, Manager, EMS

Nigel White, Director of Corporate Services/Treasurer

Lesley Todd, Clerk

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#### **1.0 Opening Remarks**

Mr. Conley welcomed everyone and called the meeting to order at 10:00 a.m. Mr. Conley informed the Committee that the Leeds and Grenville EMS Department will be undergoing an external service review on December 8, 9, and 10.

Chief Chevrier apologized for the lateness of three of the reports and indicated that two staff members were absent due to family illness.

## **2.0 Adoption of Agenda**

### **Motion**

**Moved by Mr. Thake and seconded by Mr. Pickard  
THAT the agenda for December 1, 2009 meeting of the Land  
Ambulance Sub-Committee meeting be adopted. Carried.**

## **3.0 Disclosure of Pecuniary Interest and General Nature Thereof - Nil**

## **4.0 Adoption of the Minutes of the Previous Committee Meeting – November 3, 2009**

Chief Chevrier noted that funding through the Joint Emergency Services Advisory Group that had been applied for has been approved and that they will be proceeding with a strategic plan.

Mr. Kinsella referred to Page 4 of the minutes and the recommendations and asked what actions had been taken. Chief Chevrier responded that the recommendations are before the Committee today under staff reports.

### **Motion**

**Moved by Mr. Dishaw and seconded by Mr. Struthers  
THAT the minutes of the Land Ambulance Sub-Committee meeting  
held on November 3, 2009 be approved as distributed. Carried.**

## **5.0 Delegations/Presentations - Nil**

## **6.0 Correspondence, Communications and Petitions – Nil**

## **7.0 Information Items - Nil**

## **8.0 Staff Reports**

### **8.0.1 Monthly Call Report – October 2009**

Mr. Kinsella enquired about the increase in absenteeism and the reduction in WSIB as reported on page 2. Chief Chevrier did not have an explanation,

but indicated that working conditions can often impact staff. Mr. Silver added that the Counties new Health and Safety Officer (Kevin Spencer) has been reviewing health and safety issues at the EMS stations and this will hopefully reduce issues.

Chief Chevrier said that the Counties needs to ensure that everything is done to keep employees working and that modified work and functional ability programs are in place to assist employees.

In response to Mr. Kinsella's question regarding first responses by supervisors, Chief Chevrier responded that the supervisors in addition to their everyday duties (vehicle stocking, station visits, meetings with staff, ensuring quality of patient care and ensuring that all standards are met), respond to ambulance calls when possible and are sometimes there first to provide care.

Mr. Gooch asked if the standards referred to were Provincial or our own management rules and regulations. Chief Chevrier responded that they were both and are required to meet operational polices and provincial standards.

### **Motion**

**Moved by Ms. Dodge and seconded by Mr. Henderson  
THAT the Monthly Call Report for October 2009 be received and filed.  
Carried.**

### **8.0.2 Enhanced Staffing at Spencerville Station**

Mr. Gooch asked Chief Chevrier, if he had to forego one of the three recommendations before the Committee today, which one it would be. Chief Chevrier responded – the Data Analyst/Training Officer position.

Mr. Campbell asked for clarification regarding the staffing at the Spencerville Station. Chief Chevrier responded that by increasing staff at this station, better coverage will be provided in the overall geographical area when ambulances in Prescott and Kemptville are in use or on standby for Brockville and Ottawa. The reliance on Fire Departments providing medical assistance does not change as the system will deploy this assistance as required.

While concerns were express regarding the additional costs in a tight budget year, Mr. Struthers reminded the committee that the direction of the motion was for staff to put this amount in the 2010 Budget for consideration and that the Committee would make the decision as part of the budget process.

Mr. White confirmed that 50% of the Land Ambulance Budget is funded by the Province; however, additional costs in 2010 are not funded until 2011.

### **Motion**

**Moved by Mr. Dishaw and seconded by Mr. Gooch**

**THAT the Land Ambulance Sub-Committee recommends consideration in the 2010 budget for the authorization to enhance the staffing level at the Spencerville Station, from Monday to Friday, 8 hours per day, to coverage for seven days a week, 12 hours per day, at an additional approximate cost of two hundred and sixty-three thousand dollars (\$262,123.00). Carried.**

### **8.0.3 Purchasing Land Ambulances**

Mr. Conley informed the Committee that a plan had been put in place several years ago for the replacement of ambulances. There are two options before the Committee today.

Chief Chevrier stated that his preference was Option B and believes that this option would extend the life of the vehicles.

Mr. Pickard asked Mr. White if there was money in reserves to cover the purchase of the 2 new ambulances. Mr. White obtained the reserve amounts and informed the Committee that the expected balance at the end of the year in the Vehicle Reserve is \$134,796 and that any surplus from the 2009 budget would be put into the Vehicle Reserve.

Chief Chevrier informed the Committee that there are 12 ambulances and they are replaced on a 10 year replacement cycle. The replacement requirement is 3 ambulances this year, 2 next year and 3 the following year. Replacement is not just based on years but also on the number of kilometres that are on a vehicle. Ambulances travel approximately 700,000 km's per year.

In response to a question concerning the proposed extended warranty agreements and the use of reserves from Mr. Henderson, Chief Chevrier responded that the warranty agreements were transferable and Mr. White added that the reserves are used to smooth out the impacts of ambulance purchases from year to year.

## **Motion**

**Moved by Mr. Dishaw and seconded by Mr. Gooch  
THAT the Land Ambulance Sub-Committee recommends to the Joint Services Committee that authorization be given to purchase two (2) 2009 Crestline Ford Diesel Type III Ambulances at an approximate cost of two hundred and sixty thousand dollars, (\$260,000.00) and authorization to purchase five (5) extended warranty agreements through Ford of Canada at an approximate cost of twenty thousand, one hundred and forty three dollars, including PST and GST (\$20,143.00). Carried**

### **8.0.4 New Employee – Data Analyst/Training Officer**

Mr. Gooch asked Chief Chevrier to outline the EMS management structure. Chief Chevrier said that in addition to himself, there were 2 Deputy Chiefs, 4 Supervisors and 1 Administrative Assistant. Mr. Gooch queried that with the existing structure, was there not sufficient management to be able to provide training to staff; and asked if the data analyst duties could be done by someone with similar skills in another department.

Mr. Silver responded that utilizing someone from another department such as Social Services could be considered but analysts within other Divisions have very specific skills.

Committee members also suggested partnering with training from another EMS Department or the buying of training videos, etc. Chief Chevrier reassured the Committee that the department was conducting and employees were receiving their mandatory training under the existing structure. However, in recent years, additional pressures had been placed on the department to train fire departments, on the Public Access defibrillator program and the training of citizens to use the defibrillators, as well as maintenance of the defibrillators. This impacts the ability for supervisors to perform their normal operational duties.

Mr. Gooch questioned if there were any other costs associated with this position such as a vehicle, training room, etc. Chief Chevrier said that there has been no provisions for a vehicle but that could be a need in the future.

## **Motion**

**Moved by Mr. Henderson and seconded by Mr. Thake  
THAT the Land Ambulance Sub-Committee recommends that  
consideration be given in the 2010 budget to authorize the hiring of a  
Data Analyst/Training Officer at an approximate cost of ninety five  
thousand dollars (\$95,000) for wages and benefits. Defeated.**

Mr. Struthers suggested that it may be of value, as part of the budget process, to keep track of any items that have been proposed by staff but have not been included in the budget so that the taxpayers can be made aware of the impacts and reasons why the JSC Committee and Council have had to make the decisions that they have during the 2010 Budget deliberations.

### **9.0 Sub-Committee, AdHoc Committee and Member Reports – No Reports**

### **10.0 Unfinished Business**

### **11.0 Announcements**

Mr. Silver reminded the Committee that there will be a short Accessibility Customer Training Session after this meeting conducted by Kevin Spencer.

### **12.0 Notice of By-laws/Notice of Motions - Nil**

### **13.0 Media Questions**

There was no media in attendance.

### **14.0 Questions from the Public**

There were no members of the public in attendance.

### **15.0 Closed Meeting**

### **16.0 Adjournment**

**Motion**

**Moved by Mr. Dishaw and seconded by Mr. Gooch  
THAT the meeting of the Land Ambulance Sub-Committee adjourn at  
11:15 a.m. Carried.**

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John Conley, Chair