

MINUTES

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

Tuesday, February 2, 2010

Council Chambers
25 Central Avenue West, Brockville

Sub-Committee

Members Present: Chair John Conley, Bill Thake, Warden, Mel Campbell, Roger Haley, Doug Struthers, United Counties of Leeds and Grenville
Suzanne Dodge, Town of Prescott
Jim Garrah, Town of Gananoque
Dave Henderson, City of Brockville

Other Members Present: Bill Gooch, Ron Holman, Frank Kinsella, Jim Pickard, United Counties of Leeds and Grenville

Staff Present: **Steve Silver, Chief Administrative Officer**
Nigel White, Director of Corporate Services/Treasurer
Chief Dan Chevrier, EMS Divisional Manager
Deputy Chief Chris Lloyd, EMS
Pat Huffman, Accounting Services Manager/Deputy Treasurer
Andrea Bolton, Deputy Clerk

Others Present: Christine Endicott, Recorder and Times

Election of Sub-Committee Chair and Vice Chair

Mr. White called for nominations for the position of Chair of the Land Ambulance Sub-Committee.

Mr. Campbell nominated Mr. Conley. Mr. Struthers seconded the nomination. Mr. Conley allowed his name to stand.

Mr. White called for nominations a second and third time. No other nominations were received. Mr. Campbell moved the nominations be closed.

Following the nomination put forward by Mr. Campbell, seconded by Mr. Struthers, it was recommended that Mr. Conley be elected Chair. Carried.

Mr. White called for nominations for the position of Vice Chair of the Land Ambulance Sub-Committee.

Mr. Thake nominated Mr. Haley. Mr. Pickard seconded the nomination. Mr. Haley allowed his name to stand.

Mr. White called for nominations a second and third time. No other nominations were received. Mr. Struthers moved the nominations be closed.

Following the nomination put forward by Mr. Thake, seconded by Mr. Pickard, it was recommended that Mr. Haley be elected Vice Chair. Carried.

1.0 Opening Remarks

Mr. Conley took the chair and called the meeting to order at 10:18 a.m.

1.0.1 Information Report from J. Conley: Summary of an EMS Supervisor's Workday

Mr. Conley thanked Chief Chevrier for the opportunity to accompany an Emergency Medical Services (EMS) Supervisor during a routine day in order to gain a sense of what their duties are. He noted that it was an interesting experience and advised that he has a recommendation regarding the Spencerville Station. Mr. Conley stated that he strongly recommends that the proposed increase in coverage and the proposed two additional staff members be considered. He noted that when the accident occurred on the 416, the EMS response was to redistribute resources to cover the remainder of the Counties. Mr. Conley suggested that vulnerabilities could result if a simultaneous incident in a southern or western portion of the Leeds and Grenville were to occur.

Mr. Conley asked Chief Chevrier to explain how the EMS Chief, Deputies and Supervisors are trained. Chief Chevrier advised that he and the Deputy Chiefs receive training throughout the year and that the Supervisors attend specialized training along with the community partners, noting that annual recertification is required in several areas. He advised that when specialized courses are available the Supervisor with the most appropriate skills attends.

Mr. Pickard thanked Chair Conley for taking the initiative and attending the ride-along. He noted that it is his impression that there is too much paperwork, noting that he can see why computerization was discussed to reduce the amount of forms that must be completed. He congratulated Mr. Conley on an excellent report.

Mr. Campbell asked if the new Broadband initiative would have an impact on the ability of EMS to file digital reports. Chief Chevrier noted that it will have no impact as the EMS are serviced through a different encryption process.

With respect to Mr. Pickard's comments about the amount of paperwork required, Mr. Struthers noted that recording the statistics is important, and the reports become the fundamental foundation for the fifty-fifty provincial funding, which impacts the bottom line.

Chief Chevrier stated that he received positive comments from the Supervisor Mr. Conley rode with. He noted that Mr. Pickard's comments regarding paperwork would be addressed. With reference to the accident noted in the report, Chief Chevrier advised that the system deploys in a functional manner that does not place the rest of the Counties at risk.

Mr. Struthers suggested that the report ought to be shared with other members of staff and posted on the website. Chief Chevrier confirmed it would be.

Motion

**Moved by Mr. Campbell and seconded by Mr. Struthers
THAT Information Report from J. Conley: "Summary of an EMS
Supervisor's Workday", be received and filed. Carried.**

2.0 Adoption of Agenda

Motion

**Moved by Mr. Haley and seconded by Mr. Thake
THAT the agenda for February 2, 2010 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 – December 1, 2009

Motion

**Moved by Mr. Henderson and seconded by Mr. Campbell
THAT the minutes of the Land Ambulance Sub-Committee meeting
held on December 1, 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 Fire First Response – October 2009

Mr. Haley stated that his Fire Chief reported that the Front of Yonge Fire Department was told by the Ontario Provincial Police (OPP) to stand down on four occasions recently. Mr. Henderson advised that Mr. Dishaw's Fire Department has experienced similar incidents recently and will be speaking about it at the Ontario Good Roads Association (OGRA) conference. Mr. Struthers suggested that this is not part of a strategy, but rather the manner in which 911 calls are received. He noted that often the Fire Departments are dispatched before it is realized there is no fire at the scene, and often the OPP are the first to arrive.

Motion

**Moved by Ms. Dodge and seconded by Mr. Pickard
THAT Fire First Response October 2009, be received and filed.
Carried.**

8.0.2 Monthly Statistics – 2009**Motion**

**Moved by Mr. Struthers and seconded by Mr. Conley
THAT the Monthly Statistics – 2009, be received and filed. Carried.**

8.0.3 Monthly Call Report – November and December, 2009

Chief Chevrier reported that a server failure at the Ministry of Health has resulted in the absence of call volume data; it is anticipated the computer issues will be resolved by February 5th at the latest. Mr. Struthers asked if similar technological or human error regarding provincial reports would affect the fifty-fifty funding. Chief Chevrier confirmed that no funding would be lost, and noted that the absence of data has resulted in the inability to include 2009 cross border figures in the budget. He advised that this information will be included in the next draft of the budget.

Motion

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

Motion

**Moved by Mr. Campbell and seconded by Mr. Struthers
THAT the Monthly Call Report for December 2009 be received and filed. Carried.**

8.0.4 Overview of Ambulance Service Review Process

At the request of the Chair, Chief Chevrier provided a summary of the Review Process outline in the report. Chief Chevrier noted that this is a mandatory program that EMS must undergo annually. The review team is comprised of a Paramedic Ride Out Team, a Management Team and Paramedic Team Lead, and noted that the review takes place over 2 days. The Paramedic Ride Out Team examines every vehicle and cupboard to ensure the right stock and equipment is present. They accompany paramedic teams to check for cleanliness, and health and safety compliance. Chief Chevrier reported that very positive comments were received from the Paramedic Ride Out Team regarding the positive attitude of the crew. He noted that a Management Team works with the Chief and Deputy Chiefs to ensure all that the procedural manuals are complete, and asks questions about how procedures are enforced, as well as spot checking records. A Paramedic Team Lead evaluates the personnel files to ensure items such as proper immunizations, qualifications and driver's licenses are up to date.

Chief Chevrier noted that overall they received a very positive review. It was recommended that a vehicle decommissioning policy be put in place, he

drafted and forwarded it to the review team. In addition to the physical review, the Team surveys the base hospital to check items such as agreements, and surveys the communications centre. Chief Chevrier noted that another part of the review is the random selection of approximately forty percent of the staff to complete an anonymous survey. Chief Chevrier expressed reservations about the anonymous nature of the surveys.

Chief Chevrier reported that the process will conclude with a confidential report to Council approximately 90 days from the date of the review. The Counties will be afforded the opportunity to respond to any recommendations, which will come in the form of mandatory and best practices, following which a Ministry Inspector will attend in order to evaluate changes. Following that visit, a public final report will be received by Council. Chief Chevrier concluded that this is an excellent and non-punitive process that enhances their services.

Mr. Campbell stated that he was impressed by the broad experience of this team which employs members from across the province, and noted that it was a very good experience and he received the impression that the Leeds and Grenville Unit is well thought of.

Mr. Struthers asked Chief Chevrier about his reservations regarding the anonymity of the surveys. Mr. Chevrier noted that there is no accountability in an anonymous survey.

On behalf of the Committee, Chair Conley thanked the Chief, his Deputies and the staff and expressed his hope for a positive report when it is received.

Motion

**Moved by Mr. Haley and seconded by Ms. Dodge
THAT the Report “Overview of Ambulance Service Review Process”,
be received and filed. Carried.**

8.0.5 2010 Draft Budget

The total Emergency Medical Services budget has increase from \$4,858,650 to \$5,499,450, an increase of \$640,800 or 13.19%. Chief Chevrier presented the draft budget to the Committee. He advised that provincial funding figures are not yet finalized and their receipt from the Regional Field Office is anticipated in a month. Chief Chevrier noted that the overall increase would be 11.53%, or with the Spencerville Station staffing modifications removed, 7.73%. He advised that exact figures regarding

municipal recoveries cross border are not available due to the Ministry's computer issues.

Chief Chevrier reviewed administration department, noting that salaries, wages and benefits apply to the eight people in the department. Chief Chevrier noted that the \$200,000 decrease in contribution to capital is the result of the removal of the Elgin Station renovations.

In response to a question from Mr. Haley, Chief Chevrier confirmed that two additional staff positions are included in the Spencerville Station option. Mr. Henderson questioned whether the Spencerville item should be excluded from the budget discussions, stating that it was his understanding that the instruction of the Committee following debate on the floor was to create a budget without this item. Mr. White suggested that it was prudent to show the whole picture, and that a second draft of the budget will be completed for the Committee that will remove the item. Mr. Struthers noted that it is beneficial to see the impact the item has on the budget, and expressed his concern that if it is not discussed, it will not be brought forward for consideration.

Chief Chevrier reviewed other elements of the budget, noting that an increase to the meal allowance raised the overall materials and supplies. With respect to technology, it was noted that the warranties on the on-board computers have expired, and subsequently funds are being set aside for future repairs. Mr. Chevrier noted that fuel costs under the fleet budget have been increased twenty cents per litre, with the expectation that the same amount will be used as in the previous year; additionally extended warranties have been added.

Mr. Campbell raised the issue of diesel fuel additives, noting that these additives can enhance the efficiency of motor performance and extend the life of a vehicle and improve mileage. Deputy Chief Lloyd noted that EMS does purchase additives from Ford that reduces carboning.

Mr. Henderson requested a report on the impact of moving the vehicle maintenance out of the City of Brockville garages. The Committee consented to add this item to the April agenda.

Mr. Struthers requested clarification on how the twenty cent per litre fuel increase was arrived at. Chief Chevrier advised that research was conducted using the internet to determine a reasonable amount, noting that the fuel increases amount to \$30,000 and the remaining portion is for the extended warranties.

Mr. Pickard asked if the Elgin Station is included under the station purchase services item. Chief Chevrier confirmed that it was.

With respect to the training budget, Mr. Kinsella asked if there is a policy whereby employees are required to stay with EMS for a number of years in return for the payment of their mandatory training. Chief Chevrier advised that twenty-four hours of training per year is mandatory to maintain certification and that every service pays for the mandatory training of their full time staff; it was noted that part time staff employed full time elsewhere, receive their training through their other employers.

It was noted that PSAB requirements have resulted in patient care and equipment moved out of capital into operational. It was reported that there is a proposed overall decrease of \$160,000 in contribution to capital, with an increase of \$9,000 in contribution to reserves for the replacement of defibrillators when required. With respect to the \$200,000 contribution to reserves for the Kemptville Station, Mr. Struthers asked if this is an expense that is on the horizon or could be set aside for another year. Chief Chevrier noted that other alternatives to the Kemptville Station are being explored, so the contribution may not be required.

Mr. Kinsella indicated his intention to vote against the 7.73% increase.

Motion

**Moved by Mr. Garrah and seconded by Ms. Dodge
THAT the Land Ambulance Sub-Committee receive the 2010 Budget –
Draft One documents dated February 2, 2010. Carried.**

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

10.0 Unfinished Business - Nil

11.0 Announcements - Nil

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

13.0 Media Questions

Christine Endicott, of the Recorder and Times, requested clarification regarding the proposed changes at the Spencerville Station. Chief Chevrier advised that the station would move from a Monday to Friday eight hour day to a twelve hour day, seven days a week. Mr. Gooch encouraged Ms.

Endicott to acquire a more detailed description of the changes from the Chief following the meeting.

14.0 Questions from the Public

There were no members of the public in attendance.

15.0 Closed Meeting - Nil

16.0 Adjournment

Motion

**Moved by Ms. Dodge and seconded by Mr. Garrah
THAT the meeting of the Land Ambulance Sub-Committee adjourn at
11:25 a.m. Carried.**

John Conley, Chair