

# MINUTES

## LAND AMBULANCE SUB-COMMITTEE

to the

**Joint Services Committee of Leeds and Grenville**

**Tuesday, February 3, 2009**

**9:00 a.m.**

**Council Chambers**

**Counties Administration Building  
25 Central Avenue West, Brockville**

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The Land Ambulance Sub-Committee met on February 3 2009 at 9:00 a.m. in Council Chambers, 25 Central Avenue West, Brockville, Ontario.

**Members Present:** Ron Holman, Bill Gooch, Larry Dishaw, Bill Thake, John Conley, Doug Struthers, , Mel Campbell, Frank Kinsella, Members of Counties Council  
Dave Henderson, City of Brockville  
Jim Garrah, Town of Gananoque  
Suzanne Dodge, Town of Prescott,

**Staff Present:** Les Shepherd, Director, Works, Planning Services and Asset Management  
Chief Dan Chevrier, Manager, EMS Division  
Nigel White, Director of Corporate Services/Treasurer  
Lesley Todd, Accounting Services Manager/Deputy Treasurer  
Lisa Severson, CAO Support (Recording Secretary)

**Guests:** OPP Inspector Paul Bedard, Grenville Detachment  
OPP Sergeant Bill Bolton, Grenville Detachment  
Bob Casselman, City Manager, City of Brockville  
Donna Cyr, City of Brockville

### **1.0 Call Meeting to Order**

Mr. Conley called the meeting to order at 9:07 a.m. A minute of silence was observed in honor of Paramedic David Hone who passed away January 17, 2009. Chief Chevrier recited the EMS Prayer after the minute of silence.

### **2.0 Review and Approval of Minutes – December 2, 2009**

#### **Motion**

**Moved by Mrs. Dodge and seconded by Mr. Garrah**

**THAT the minutes of the Land Ambulance Sub-Committee meeting held on January 6, 2009 be approved as distributed. Carried.**

### **3.0 Delegations**

#### **3.1 OPP Dispatch – Inspector Paul Bedard, Grenville Detachment**

Chief Chevrier introduced Inspector Paul Bedard and Sergeant Bill Bolton. Inspector Bedard provided an overview of the OPP dispatch system to the members. Highlights of the presentation included:

- The OPP dispatch is responsible for OPP calls only and all calls for OPP in Leeds and Grenville are dispatched from the Smiths Falls OPP call centre.
- The OPP are not able to accommodate other emergency services with their dispatch service as they are not on the same radio frequency and it would cause confusion amongst the services.
- The OPP dispatch has a call taker and a dispatcher. Calls are received by the call takers and the initial information is recorded by them and the call is then forwarded to dispatch who then collects further information and coordinate resources to the call. All calls are taped and are stored in a chronological order in the event the information is ever required at a later date.
- There is one common channel which can be utilized by all the services in the event of an emergency. The reliability of the frequency is questionable and is only utilized in extreme conditions (i.e. police chase which may go through an area with their own local police who would become involved).
- 911 calls from cell phones can be traced with assistance to triangulate the call through Bell. Dispatchers are trained to get as much information as possible from the caller to assist in determining the exact location.
- The 911 dispatch of services is driven by the caller and dispatch will err on the side of caution and all three services may be deployed even if not needed. It is important that even if only one life is saved it worth the extra call outs and stand downs by the emergency services.
- It is not the responsibility of the OPP to assist in carrying stretchers, however there are occasions where this type of assistance has been given.
- If additional emergency services resources are needed once a scene is assessed the OPP will request the services of fire or EMS.

#### **3.2 Central Ambulance Communication Centre (CACC) – Mr. Mark Halladay, Manager, Kingston**

Chief Chevrier introduced Mark Halladay, Manager, CACC, Kingston. Mr. Halladay provided an overview of CACC (Ambulance) dispatch system to the members. Highlights of the presentation included:

- The CACC call centre consists of call takers and dispatchers similar to the OPP system.
- Kingston CACC call centre is responsible for calls for five upper tier and one single tier municipalities in Eastern Ontario. Each year the Kingston CACC receives over 350,000 calls. After the initial call is taken the call is diverted to the appropriate dispatcher who has 60 seconds to decide if allied agencies need to be notified for deployment. Only CACC can deploy an ambulance to the scene and they can only request the services of allied agencies.
- CACC is 100% funded by the province thus they must meet and adhere to strict provincial regulations. How they manage calls is extremely scripted and deviation from the protocol is not tolerated. Similar to the OPP all calls to CACC are taped.
- Currently there are no written agreements between the Counties and their local fire departments for first response calls. In 2001 there was a memo which stated that all fire departments with the exception of Prescott would assist in medical calls. However, first response is a voluntary program between the local fire services with the exception of Prescott and Leeds Grenville EMS.
- At the time of the call there is no way the call taker can determine where the closest ambulance is or when it will arrive at the scene – thus the dispatching of fire in some instances.
- It was stressed that up-to-date municipal mapping must be supplied to both CACC and the OPP to ensure that their data is current thus assisting in emergency services arriving at the correct scene in the least amount of time.
- All ambulances are equipped with an AVL and a GPS system which is utilized by both CACC and the individual services. OPP have not activated their GPS systems and it is unclear if fire has these types of systems available to them.

It was suggested that the individual emergency services meet on a quarterly basis to discuss issues, concerns and challenges within Leeds and Grenville and work together on bettering the current system. Chief Chevrier will coordinate the meeting and will provide the Land Ambulance Sub-Committee with a report after the meeting has taken place.

By a show of hands the members agreed to support the meeting of a working group comprised of representation from the emergency services located in Leeds and Grenville to work on common challenges.

## **4.0 Unfinished Business**

### **4.0.1 Report on Fire First Response Costs (oral) – D Chevrier**

Chief Chevrier provided an oral report on the Fire First Responses in the Counties. The cost is approximately \$7000.00 annually across the system. Mr. Struthers commented that reimbursement from the MTO is available for responses to incidents on a 400 series highway. It is not clear if Fire First Responders are eligible for the reimbursement. Chief Chevrier will confirm and report back to the Committee in March.

### **4.0.2 Transfer from Reserves – D. Chevrier**

It was suggested that in light of the current economic situation that all requests to transfer funds to reserves should be completed only after all reserves have been reviewed for all the divisions. Mr. White clarified that if the 2008 EMS reserves are not transferred into an EMS reserve, than 50% of funds will have to be remitted to the province as they fund half of the operational program. If all of the monies are transferred into reserves no monies will need to be remitted to the province. At this time it is not clear if there will be a surplus and if there will be any monies to transfer.

#### **Motion**

**Moved by Mr. Struthers and seconded by Mr. Thake**

**THAT the Land Ambulance Sub-Committee recommends to the Joint Services Committee of Leeds and Grenville that the 2008 budget surplus be transferred to the Vehicle Reserve account; and**

**THAT the Land Ambulance Sub-Committee recommend to the Joint Services Committee of Leeds and Grenville that monies in the Vehicle Reserve account be transferred to the 2009 capital budget for vehicles.  
Carried.**

## **5.0 Correspondence, Communications and Petitions – No Report**

## **6.0 Staff Reports**

### **6.0.1 Monthly Call Report – November and December 2008 and January 2009 D. Chevrier (not available at time of posting)**

Chief Chevrier reported that they are still having difficulties with the provincial reporting system, ADDAS. Regional office is aware of the issue and once the problem is fixed and the proper data is available it will be shared with the Committee.

### **6.0.2 Fire First Response – December 2008 and January 2009 – D. Chevrier (not available at time of posting)**

Chief Chevrier reported that the Fire First Response report is also not available at this time due to issues with the data but will share the information when the problem has been rectified.

### **6.0.3 2009 EMS Draft Budget**

Chief Chevrier provided an overview of the proposed 2009 EMS Budget. The ten year working plan is proving to be a valuable tool and alleviates large fluctuations in the budget. Highlights of the proposed budget includes:

- One time only expenses in the Capital Budget for the Elgin Station renovations and the preplanning of a station in North Grenville which were both agreed to 2008.
- Under the Operation Budget an increase will be seen due to the implementation of Bill 139 which allows for part-time staff the rights to holiday pay amounting in approximately \$48,000.00 in 2009.
- With the lower cost for fuel projections in 2009 there may be a decrease of approximately \$40,000.00.
- Stand-bys have been reinstated which may cause an increase in fuel consumption in 2009.
- Proposed driver training is an effort to reduce the costs of vehicle preventable accident damages. Two staff members would be trained to perform the training at a cost of \$8,100.00.
- Cross border billing of approximately \$96,000 is also reflected in the budget for the first time and it is uncertain if this will stay relatively constant as it dependant on calls.

Members instructed staff to review the proposed budget and to remove \$130,000 for [vehicle replacement](#) and the estimated \$40,000 for fuel and resubmit the budget in March for review. It was also suggest that review of the commitment by the Counties for the renovations at the Elgin Station and the North Grenville station development should be reviewed and discussed at further meetings.

The question was raised as to why we don't review the actuals to budget instead of the budget to budget format.

**Motion**

**Moved by Mr. Thake and seconded by Mr. Struthers**

**THAT the Land Ambulance Sub-Committee receives the first draft of the 2009 EMS Budget for review. Carried.**

**7.0 New Business – No Report**

**8.0 Other Business – No Report**

**9.0 In-Camera – No Report**

**10.0 Next Meeting**

March 3, 2009

**11.0 Adjournment**

**Motion**

**Moved by Mr. Garrah and seconded by Mrs. Dodge**

**THAT the Land Ambulance Sub-Committee adjourn its proceedings until the next regular meeting scheduled on March 3, 2009. Carried.**

The meeting adjourned at 11:30 a.m.