



**CITY OF KINGSTON**  
**REPORT TO COUNCIL**

**Report No.: 12-232**

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**TO:** Mayor and Members of Council  
**FROM:** Denis Leger, Commissioner, Transportation, Properties & Emergency Services  
**RESOURCE STAFF:** Harold Tulk, Fire Chief  
**DATE OF MEETING:** June 19, 2012  
**SUBJECT:** 2011 Kingston Fire & Rescue Annual Report

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**EXECUTIVE SUMMARY:**

The review of the City's Kingston Fire & Rescue Services (KFR) was a multi-year exercise which commenced in 2002 and led to the development of a comprehensive Master Fire Plan.

The Master Fire Plan was adopted by Council in April 2010. The MFP contained twenty summary recommendations, including direction for the Fire Chief to submit an Annual Report to Council which would:

- Provide a summary of the performance of services provided by KFR with statistical data to support the status of the services provided to the community for the most recent year of operations.
- Inform Council of internal and external organizational changes which may affect the services provided by KFR.

This report presents the 2011 Kingston Fire & Rescue Annual Report.

**RECOMMENDATION:**

**THAT** Kingston Fire & Rescue services maintain the position of a Deputy Fire Chief of Rural Operations; and

**THAT** Council of the Corporation of the City of Kingston receive the 2011 Kingston Fire & Rescue Annual Report.

June 19, 2012

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**AUTHORIZING SIGNATURES:**

ORIGINAL SIGNED BY COMMISSIONER

Denis Leger, Commissioner, Transportation, Properties &amp; Emergency Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Cynthia Beach, <i>Sustainability &amp; Growth</i>	N/R
Lanie Hurdle, <i>Community Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

***(N/R indicates consultation not required)***

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**OPTIONS/DISCUSSION:**

In 2002, Council authorized a comprehensive multi-year review of Kingston Fire and Rescue (KFR) Services. The process included the adoption of an integrated urban/rural service delivery model and confirmation of KFR organizational structure. It also included the implementation of the base response plan. A community standard for the emergency response performance is in place and serves as a best practice reference of performance in emergency response. Emergency response performance is greatly affected by fire station location, fire crew schedules, training programs, weather, travel time, and hazard classifications.

The risk management analysis that was conducted when the Master Fire Plan was completed examined all the influencing activities that may impact the ability of KFR to provide services within the time frames set out in the community standard. This analysis is done annually by senior staff and includes statistical data to affirm, modify or revoke the recommended changes in resources and organization that are set out in KFR's Master Fire Plan.

Our analysis of the organizational performance of our volunteer fire sector provided every indication that our volunteer firefighters require the support and direct connection to the senior officer level of Kingston Fire & Rescue. The Master Fire Plan recommended that the current Deputy Chief of Rural Operations be replaced by an Assistant Chief Officer. Kingston Fire & Rescue is relatively new to the composite fire delivery model and although it has experienced very positive indications that the organization's performance is acceptable, we feel that a close relationship to the senior policy development process is warranted. Utilizing an integrated response process with career and volunteer firefighters is very complex and requires guidance and supervision from senior fire officers as it matures as an organization. It is also imperative that senior fire staff receive feedback from our volunteer fire ground experiences before fire stations are relocated or new operations are put in place.

The annual report also provides a forum whereby Council can receive feedback on the organization's performance and the impact of the changes they have initiated have had or may have on this organization. Although the annual report provides specific information about fire service operations it is also intended to provide an evaluation of the overall operational performance as it relates to public safety standards and legislation affecting the provisions of public fire protection in Ontario. It also provides an indication of progress as it relates to the recommendations of the Master Fire Plan. It is expected that subsequent editions of the KFR Annual Report will provide further focus on recommendations that are in progress.

This Annual Report will also be filed with the Office of the Ontario Fire Marshal.

**EXISTING POLICY/BY LAW:**

Establishing and Regulating Bylaw for Fire & Rescue Services  
Master Fire Plan 2010

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**NOTICE PROVISIONS:**

N/A

**ACCESSIBILITY CONSIDERATIONS:**

N/A

**FINANCIAL CONSIDERATIONS:**

N/A

**CONTACTS:**

Harold Tulk, Fire Chief

613-546-4291 ext. 5203

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

N/A

**EXHIBITS ATTACHED:**

Kingston Fire & Rescue 2011 Annual Report –distributed separately or can be viewed on the City of Kingston website