



**FIRE SERVICE
ADVISORY COMMITTEE
TERMS OF REFERENCE**

April 2024

Strathroy Fire Service Advisory Committee

THE TERMS OF REFERENCE

1. MANDATE

The Fire Service Advisory Committee (FSAC) is appointed by the Council of the Municipality of Strathroy-Caradoc and governed by the terms established under the Procedural By-Law, the Committee Appointment By-Law, and all other applicable municipal, provincial or federal regulations.

FSAC is directed through the Strathroy-Caradoc Fire Department. The mandate of the Committee is to:

Advise and assist the Municipality in promoting Fire Service by supporting, recommending and identifying requirements and provide recommendations in terms of programs, services and additional requirements within the department of the Fire Services.

The Fire Service Advisory Committee will be responsible for the following:

1. As requested from staff and/or Council, comments on and reviews information related to Fire Service based activities.
2. Assists in raising positive public awareness of the municipality's fire service including the community fire stations, apparatus, equipment, provided services and programs to increase fire prevention and fire safety within the Municipality.
3. The committee may raise items of interest or concern to the attention of staff and/or Council via reports.
4. The committee shall act as a public forum when requested by staff and/or Council to engage and provide public input related to fire station facilities, apparatus, equipment, services and fire safety and preventions activities.
5. Assist Fire Services in identifying projects and priorities to be accomplished.
6. Assist in defining community needs responding to trends in the area of Fire Services.
7. Act as the advocate, liaison and coordinator on Fire Services issues within the community.

Strathroy Fire Service Advisory Committee

The Fire Service Advisory Committee shall work with community leaders to raise public awareness for all programs and services delivered by the Fire Services. FSAB will;

1. Assist in raising positive public awareness of all fire services programs
2. Provide a list of potential projects that could be completed through partnerships and make recommendations to Council for funding
3. Reach out to potential partners for projects i.e.; Service Clubs, BIA, etc.;
4. Soliciting input from the community in regards to potential projects and partnerships;
5. Projects once completed become the asset of the municipality.

The Fire Service Advisory Committee is not responsible for the following:

- The day-to-day operations of the SCFD including operational response, facilities and programs
- Administrative matters including directions to staff
- Regular maintenance of properties.
- Planning issues.
- Budget and capital projects and issues.
- Project/program implementation.

2. GOALS & OBJECTIVES

The Committee shall conduct business in an informal, non-partisan, and positive fashion to encourage maximum community input and discussion as related to the fire service.

The Fire Service Advisory Committee will strive to accomplish its mandate through the following deliverables:

1. Providing comments upon request to staff and/or Council on future/potential programs.
2. The committee may recommend to staff and/or Council that an issue of importance to the community be considered.

3. MEMBERSHIP

Term of Office

The term is based upon the municipal appointment by-law. The entire Committee term will not exceed the term of the current council.

Strathroy Fire Service Advisory Committee

Composition

The Fire Services Advisory Committee is comprised of the following 7 members:

Role	Member Name
Committee Chair	Selected by Committee Members
Councilor(s), Deputy Mayor	3 As per the Appointment By-Law
Committee Member(s)	2 community members- per the Appointments By-Law (one member from Ward 1 and one member from Ward 2)
Support Staff	Municipal Clerk or alternate Deputy Fire Chief
Departmental Representatives	Director of Fire Services Fire Chief or designate

4. SUB-COMMITTEES

FSAC will at any time strike “Ad Hoc” Committees when necessary

5. QUORUM

To achieve a quorum, 50% of members of the FSAC being in attendance, one of which shall be a member of Strathroy-Caradoc Municipal Council.

6. CONDITIONS OF MEMBERSHIP

The following outlines the conditions of membership:

- Each committee member will serve in accordance with Council’s *Committee Appointment By-Law* and will be subject to the same conditions as Council members in accordance with the Municipal Act;
- The members seat becomes vacant if the member is absent from meetings for three successive months without being authorized;
- Membership may be replaced prior to the end of the appointed term if the member is no longer eligible to serve on the Committee, as recommended by the Committee or the Direct to Council for approval.

7. APPOINTMENT

The advertising of vacancies on and appointments to this Committee will be in accordance with the policies adopted by Council.

In selecting its appointments to the Committee, it is recommended that Council consider:

- The candidate’s background and experience, to ensure a committee environment focused on a broad perspective of the Fire Services,
- The candidate’s potential to contribute to the on-going development and support of Fire Services;
- The specific needs of special projects and operations priorities;

Strathroy Fire Service Advisory Committee

The Chair and Vice Chair are elected by the Advisory Committee from among its voting members.

8. MEETING SCHEDULE

The number of meetings shall be sufficient to address the mandate of the Committee, with a minimum of 9 meetings per year.

The Committee shall hold meetings on a monthly basis throughout the year, with the date and time of the meeting to be determined by the Committee. Location to be determined at the preceding meeting.

Established meeting dates and times shall not be changed unless circumstances warrant special consideration.

Three or more consecutive cancellations of meetings shall result in a report to council for evaluation as to the Committees mandate and functionality except in the following situations:

- The Committee may determine that meetings shall not be held during the summer months and possibly December to recognize holiday schedules as they relate to quorum requirements.
- During a Municipal election year, meetings shall be cancelled where possible in the last quarter.

All Committee meetings will be conducted in accordance with Municipality of Strathroy-Caradoc *Committee Procedural By-Law* governing the calling, place and proceedings of committee meetings, the conduct of members, and the provision for public notice of meetings.

9. CODE OF CONDUCT

By-Law No. 58-23 Code of Conduct for Members of Council and Local Boards, is attached to and makes up part of this Terms of Reference.

Strathroy Fire Service Advisory Committee

DEPARTMENT CONTACTS

<p>Brent Smith – Director of Fire Services /Fire Chief Work: 519-245-1990 extension #401 E-mail: bsmith@strathroy-caradoc.ca</p> <p>Steve Beasley – Deputy Fire Chief Work: 519-245-1990 extension #403 E-mail: sbeasley@strathroy-caradoc.ca</p> <p>Joop DeVoest – Deputy Fire Chief Work: 519- 245-1990 extension #402 E-mail: jdevoest@strathroy-caradoc.ca</p>	<p>Maddy Alcainho – Fire Service Coordinator, Work: 519-245-1990 extension #400 E-mail: malcainho@strathroy-caradoc.ca</p>
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