

Report to Municipal Council



Meeting Date: April 16, 2025	Report Date: April 4, 2025
Reason Before Council: Policy Direction / Approval	Priority: Normal
Department: Protection to Persons & Property	Type of Meeting: Regular Meeting

Report Title: Fire Department - Recommended Quarterly Report Improvements

Recommended Resolution:

That Council direct the Fire Chief to report back on a revised Quarterly Report format following the suggested list adapted to the reality of the St Charles Fire Department.

Analysis & Background:

The following list is suggested to be in a regular report to Council was found in a Consultant Report from a Southern Ontario Municipality. As such we may or may not have items in common with this Municipality, the list would be a guide for our quarterly report, the Fire Chief would follow up with information or subjects that may be more appropriate to our volunteer department. Please note that his quarterly report will have incorporated more information as I shared this list with him in anticipation of the request of additional information.

Financial:

Quarterly actuals vs budget and forecast

Capital expenditures actual vs budget and forecast

Customer Performance:

-Types and frequency of Calls

-Response times for 80% of Calls with 6 Firefighters on scene-Looking at numbers

-Public Education events vs target

-Fire Inspections vs target.

-% of structure fires with fire investigation completed

-Pre plans completed vs target

**Internal Processes**

- % Calls with Accountability System in place
- % Structure Fires with RIT Team established
- Calls with debrief
- Number of Building Permits/Plans reviewed.
- Department Recruitment and Attrition
- Number of Exit Interviews completed

Growth & Development:

- YTD Training Hours actual vs target, Number of firefighters meeting the minimum training hours.
- Number of Firefighters/Officers achieving certification
- Number of SOG's and Policies Reviewed/Developed

Exit Interview

Council could request that the Fire Chief report back to Council in his quarterly report on the general reasons for departure. The following are sample questions.

- What did you enjoy most about being a volunteer firefighter?
- What were the biggest challenges you faced?
- What led to your decision to step away from the role?
- Is there anything that could have kept you in the department?
- What suggestions do you have for improving the volunteer program?
- Any advice for future volunteers?
- How can leadership better support volunteers?

Attachments:

- Nil.

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