



**JOINT MANAGEMENT GROUP
Kingston-Frontenac LSR/CMSM Local Service Protocol**

Minutes of Meeting

Date: Monday, October 24, 2011
Place: County Boardroom, County of Frontenac, 2069 Battersea Road
Time: 3:00 pm – 4:00 pm

Present: County of Frontenac

Elizabeth Savill, CAO/Clerk
Marian VanBruinessen, Treasurer
Paul Charbonneau, Director, Emergency & Transportation Services/Chief of Paramedic Services
Julie Shillington, Administrator of Fairmount
Susan Beckel, Deputy Clerk
Jenny Liu, Municipal Intern
Casey Buchanan, Executive Assistant (Recorder)

Present: City of Kingston

Lee Campbell, Housing
Katie Clark, Financial Analyst, Community and Family Services
Hal Linscott, Director, Legal Services
Adele Lafrance, Manager of Finance, Community and Family Services
Desiree Kennedy, Director, Financial Services/City Treasurer

1. Welcome

Liz Savill assumed the Chair and called the meeting to order at 3:05 pm.

2. Adoption of Notes

The notes from June 9, 2011 were accepted by consensus.

3. Communications – Nil

4. Fairmount Home

○ *Accreditation 2012*

Julie Shillington spoke to the report and noted that Fairmount is gearing up for accreditation in January.

The report was accepted by consensus.

○ *Personal Support Worker (PSW) Funding*

Julie Shillington explained the report and informed the group that the report was taken to County Council as information to inform Councillors of the change in per diem funding. In the past the policy required Fairmount to increase PSW staff as more patients were received, despite not actually needing more PSW employees. County Council lobbied to get new wording on the document and the request was granted. Julie clarified that Fairmount still retains funding for PSW staff despite the change in wording.

The report was accepted by consensus.

- *Quality Improvement Activities Update*

Julie Shillington made reference to the Long Term Care Act and noted that under the Act Fairmount Home is required to have a quality improvement process in place. Julie described the information that is typically in the quarterly reports to County Council and stressed that the purpose of the report is to keep Councillors up to date on the various activities that are happening at the home. Julie noted that the Home has went from using disposal batteries to rechargeable batteries, makes a huge difference.

The report was accepted by consensus.

- *Update on Compliance with the Long Term Care Homes Act*

Julie Shillington spoke to the report and informed the group that Fairmount has been reporting regularly to County Council on their compliance with the Long Term Care Homes Act. Currently staff is looking at how they are planning on evaluating all of the programs and have started discussion of indicators and the importance of the calendar of activities which will keep everyone organized and informed on the various events happening at Fairmount.

The report was accepted by consensus.

- *Water Report (Well)*

Julie informed the group that staff at Fairmount found they were using more and more chlorine in their water system and took action by doing a water review. The recommendations that came out of the report were to decommission one well and build a new one. Julie advised that from the review, staff have learned that well #3 which services Country Pines is located on the County's property. Liz clarified that the section of the property is a small corner that is along a natural line. Liz is working with the Ministry of Environment and Genevar and has asked the question if it is possible to do an easement rather than a property line adjustment. Marian clarified that there will be costs involved regarding the permit take water. Julie confirmed with the group that the decommissioning the old well and construction of the new well will have a line in the budget but was not aware at this point what the costs would be.

Action: County Staff will report back at RULAC concerning MOE's response to do an easement as a solution to the location of well #3.

The report was accepted by consensus.

- *Auditorium Redevelopment*

Julie noted that the report outlines the deficiencies of the auditorium and areas for improvement. Julie informed the group that she receives regular pressure to have the auditorium redone by various users and that the deficiencies and re-organizing of event locations to deal with those have been hard on the residence of Fairmount Home. Council authorized the report and Fairmount has already set up a fund raising

committee. To date, the committee has collected \$32,000 and they are hoping to raise \$200,000. The redevelopment of the auditorium will be brought forward to the 2013 budget as a capital item.

The report was accepted by consensus.

- *2nd Quarter Activity Report*

Julie discussed a contract with RPN's and noted that the month of August had a significant number of contract shifts to allow for time off and it will have an impact on the budget.

The report was accepted by consensus.

- *3rd Quarter Activity Report*

Julie made note that the group will notice that the septic work has been completed to date.

Julie updated the group regarding layoffs at the home noting that moral in generally low with staff right now do to the layoffs. Julie went on to note that the residence are concerned about staff, but are still getting the same amount of care. The layoffs have been discussed at family meetings and there were no issues. Julie informed the group that a facilitator coming in November to get a sense of how we can move forward and help staff.

The report was accepted by consensus.

- *3rd Quarter Financial Report*

Julie noted that overall there is nothing standing out, only an awareness that after June they brought in the nursing contract company and the group will see an increase in revenue in the coming months that will be retroactive to April.

The report was accepted by consensus.

- *Grapevine Gazettes for September and October, 2011*

The Gazettes were accepted by consensus.

5. **LSR Services**

- *Community and Family Services*

- *LSR 2nd Quarter Report*

Adele Lafrance reviewed the report and noted that they are fairly status quo, cash flow in OW Admin they are trending under budget however there are onetime costs that will be show up. Client employment expenses are slightly high and therefore The City of Kingston has done some cost control to support clients in their employment and schooling as well as assessing if they are sending clients to things they could be doing in house. Adele noted that allowances are under budget but clarified that it does not mean that the case load has decreased, it only means they are using the increased budget line. Adele informed the group that she believes that the postal strike did have an effect on the clients not being able to report income to OW. Caseload did go up in July, but staff believes the impact was less than other municipalities as they did not suppress the cheques. Early trending for September shows less of an increase than there has been in the past. Adele noted that the demand for childcare continues to be

high and staff has had to move to a wait list for fee subsidy. Presently, the waiting period has been completed and they are now moving into a booking period. Adele noted that there has been a negative workload on those requiring the service however the alternative is to run at 100% municipal expense.

Katie spoke to housing noting that administration is under budget as there is a vacancy in financial analyst role.

The report was accepted by consensus.

- *Extreme Clean Program- Approval to Enter Into a Service Agreement*
Lee spoke to the report that is going to Council on November 1st regarding clients with hoarding habits and noted that it may become an item in the budget for 2012.

The report was accepted by consensus.

- *Housing Needs Survey- RGIS Applicants*
Lee discussed the survey with the group and noted the results showed that the three most important things to survey takers were access to transportation, grocery stores and medical services.

The report was accepted by consensus.

- *Resolution to Change the Terms of Reference and Membership of the Affordable Housing Committee*
In response to a question from Liz regarding the option of having a community member from Frontenac County sit on the Committee, Lee noted that there are currently eight members on the committee and some of those members serve for different amount of times and that under the by-law any residents that sit on the committee have to live in the city proper.

Action: Hal will follow up on the by-law.

The report was accepted by consensus.

- *Revised Terms of Reference and Membership of Affordable Housing Committee*

The report was accepted by consensus.

- *CHPP Funding 2012*
Since 2007 has had agreements with several agencies and they are recommending that the contracts are extended again for 2012. Staff has done interviews, community consultations, and questionnaires and the result was a recommendation that all of the programs be extended. Katie noted that one program not being extended is the Dawn House Women's Shelter who is currently undergoing some governance issues and financial difficulties with unionized staff.

The report was accepted by consensus.

- *Housing Corporation Request for Loan for Verona Septic System Replacement*
Staff noted that this was an emergency repair and therefore they were not able to get approval prior to Council on August 16.

The report was accepted by consensus.

▪ Emergency Services

○ *2010 Ambulance Service Review*

Paul confirmed that accreditation was done by Ministry of Health and found they met requirements and have been provided with a 3 yr certificate to continue operating.

The report was accepted by consensus.

○ *Palace Road Solar Panel Contract Award*

Paul noted that this was a green initiative and the 1st panels were installed at the Sydenham station. Paul confirmed that the panels are on south side and are currently operational and have been making money for about a month.

The report was accepted by consensus.

○ *Expanded ST Elevation Myocardial Infarction Bypass Initiative*

Paul Charbonneau spoke to the report, noting that the *Ambulance Act* is very specific about identifying that you have to take patients to the closest hospital despite not being the most suitable choice. Paul informed the group that the process is very specific about time and FPS is going through a process to sign that agreement.

The report was accepted by consensus.

○ *Ambulance and Emergency Response Vehicle Visual Identification Program*

Paul Charbonneau discussed the report that went to council in October. Paul noted that County staff undertook conspicuity research to ensure the ambulance is visible and safe for paramedics. Paul confirmed that staff will be going to a new decaling design which will incorporate a lime yellow and blue color scheme.

The report was accepted by consensus.

○ *2nd Quarter Activity Report*

Paul Charbonneau spoke to the report, highlighting page 2 and noted that EMS Week Activity at mall was a huge success and it was very important to get a good message out. Additionally, Paul discussed the Becel Ride for Heart, and noted that the purpose of the ride was to raise fund for cardiac defibrillators to be put in 3 public places in the area.

The report was accepted by consensus.

○ *3rd Quarter Activity Report*

No discussion of the report.

The report was accepted by consensus.

○ *2nd Quarter Financial Report*

Paul noted that FPS is under budget, however the major expenditures of the purchase of 5 ambulances haven't happened yet and are to be expensed.

The report was accepted by consensus.

- Provincial Offences

- *POA 2010 Revised 4th Quarter Report*

Hal Linscott spoke to the report, noting that it was amended to show the year to date actuals as it was slightly low.

The report was accepted by consensus.

- *POA 1st Quarter Report*

No discussion

The report was accepted by consensus.

- *POA 2nd Quarter Report*

Hal Linscott pointed out fine revenue is on target to achieve and exceed budgeted revenue. Hal noted that the group should not expect to see the revenue as high as it was in 2010, unless there is a large fine out of an MOE or MOL prosecution. Hal confirmed that outstanding fines continue to increase, despite best collection efforts..

The report was accepted by consensus.

6. Other Business

- *PAD Program*

Paul noted that there was a report that went to Council midsummer regarding response time standards. Paul informed the group that he had some conversation with Gerard about a year ago regarding the PAD Program and it's effect on response times and survival rates and was wondering if the City would consider having a PAD Program run outside of the City Administration Building. Paul noted funding has to come from an upper tier and described the program. In the past 3 years, have received 22 AED to place throughout the County.

- *Tier Response Agreements.*

Paul discussed with the group that the report is in response to questions over what calls the local fire departments respond to and noted that this is currently a huge issue provincially.

- *RFP for General Insurance*

Marian informed the group that they are going to RFP for an insurance provider and are looking to finalizing insurance for the November 16th Council meeting. She spoke about co-insurance for coverage of various programs and wondered if this is something that needs to be picked up for future.

Hal didn't expect that if there was a lawsuit, why it would go beyond land ambulance or a service that the City was providing.

Action: Hal and Marian need to discuss need and future costs related to co-insurance for Land Ambulance and for all services provided by the City of Kingston for the County of Frontenac.

7. Confirmation of Next Meeting

RULAC at 9:00am
Opportunity to meet in January, 2012.
JM January 30th, 2012
RULAC on the February 13th, 2012

8. **Adjournment:**
The meeting was adjourned at 4:20pm