



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Dwayne Evans, CAO
DATE: 04/12/2017
SUBJECT: ESTC Organizational Structure
ATTACHMENTS: [Click here to enter text.](#)

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the CAO, dated December 4, 2017, regarding changes to the organizational structure of the ESTC;

AND FURTHER, that the Council of the Township of North Huron hereby approves the recommended changes to the organizational structure of the ESTC;

AND FURTHER, that the Council of the Township of North Huron hereby directs the CAO to amend the job titles and job descriptions of the Director of Emergency and Fire Services position and the Vice Principal/Assistant Chief position to reflect the organizational change to the ESTC which has been approved by Council.

EXECUTIVE SUMMARY

At the June 19, 2017 regular meeting, Council received and accepted an ESTC Review report from the Director of Fire and Emergency Services and the former CAO regarding an organizational review of the ESTC. As recommended by the report, Council also authorized the Director of Fire and Emergency Services to proceed with the hiring of a full-time Assistant Chief/Vice Principal of the ESTC and a part-time Fire Prevention Officer. Both of these positions have been filled.

On November 24, 2017 the Director of Fire and Emergency Services tendered his resignation effective December 11, 2017. Due to ongoing circumstances, the organizational structure of the ESTC was reviewed. The structure approved by Council at the June 19, 2017 meeting maintained the Deputy Chiefs reporting to the Director of Fire and Emergency Services. The structure also resulted in the Assistant Chief/Vice Principal of the ESTC reporting directly to the Director of Fire and Emergency Services.

Since his hiring, the Assistant Chief/Vice Principal of the ESTC has been assisting with the fire department as per the job description developed for this position. Council has been clear that the primary responsibility of the Assistant Chief/Vice Principal of the ESTC position is to develop and coordinate the delivery of training programs at the ESTC. The future of the ESTC depends on successful marketing, registration and delivery of training programs. Developing, building and maintaining strong relationships is key to the success of the ESTC.

DISCUSSION

The current structure of the ESTC detracts from the primary responsibility of the Assistant Chief/Vice Principal of the ESTC position. To achieve Council's desired outcome, it is recommended the title of the Assistant Chief/Vice Principal of the ESTC position be changed to 'Principal of the ESTC' and the

job description be revised by removing all references to fire suppression services. It is further recommended that the 'Director of Fire and Emergency Services' position be revised with a primary focus on fire suppression services. It is also recommended the on-call provision be reinstated in this position. To ensure there is a clear delineation between the 'Director of Fire and Emergency Services' position and the 'Principal of the ESTC' position, it is also recommended both positions report directly to the CAO. The CAO will manage the resources between the two divisions and will encourage members of the fire department to provide support and assist with the development and delivery of training programs at the ESTC.

FINANCIAL IMPACT

The recommended organizational change has no short term financial impacts.

FUTURE CONSIDERATIONS

Future success of the ESTC relies heavily on the ability of the 'Principal of the ESTC' to develop, market and coordinate the delivery of training programs. Developing, building and maintaining strong relationships is key to the success of the ESTC. Activities and tasks which detract from this primary responsibility may result in Council's desired outcome not being achieved.

RELATIONSHIP TO STRATEGIC PLAN

Goal #4-Our administration is fiscally responsible and strives for operational excellence.



Dwayne Evans, CAO