



The Corporation of The Township of Bonfield

AGENDA FOR EMERGENCY SERVICES COMMITTEE TO BE HELD

May 27th, 2025 AT 6:00 P.M.

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Disclosure of Pecuniary Interest and General Nature Thereof**
- 4. Adoption of Previous Minutes**
 - a. Emergency Services Committee Meeting: April 28, 2025
- 5. Presentations and Delegations**
- 6. Staff Reports**
 - a. Report from Fire Chief regarding recent call reports, training and community involvement.
- 7. Items for Committee Discussion**
 - a. Receive and review the Facial Hair Policy provided by the Fire Chief.
- 8. Resolutions to be Considered for Council Recommendation**
- 9. Correspondence**
- 10. Closed Session**
- 11. Adjournment**



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
EMERGENCY SERVICES COMMITTEE MEETING
April 28th, 2025

PRESENT: Steve Featherstone, Chair Donna Clark, Vice-Chair
Allan Reid, CEMC

STAFF PRESENT: Nicky Kunkel, CAO
Santana Chubb, Clerk

VIRTUAL ATTENDANCE: Shaun McGee, Fire Chief

1. Call to Order

Motion 1

Moved by Donna Clark
THAT this meeting be opened at 6:01 p.m.

Seconded by Allan Reid

Carried Steve Featherstone

2. Adoption of Agenda

Motion 2

Moved by Allan Reid
THAT the agenda for the Emergency Services Committee Meeting for April 28, 2025,
be approved as circulated.

Seconded by Donna Clark

Carried Steve Featherstone

3. Disclosure of Pecuniary Interest: None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Donna Clark
THAT the minutes of the Emergency Services Committee Meeting held March 17,
2025, be adopted as circulated.

Seconded by Allan Reid

Carried Steve Featherstone

5. Presentation & Delegations: None for this session

6. Staff Reports

6.a Report from Fire Chief regarding recent call reports, training, and community involvement.
The Fire Chief gave a brief report on recent calls, training, community involvement and other
relevant information from March 15, 2025, to April 24, 2025.

Recent Calls:

The volunteers responded to a total of 9 calls.

Emergency Services Committee Meeting, April 28, 2025

Types of calls:

- 9 medical calls

2025 calls to date: 24

Current volunteer staff is 12 operational members.

Recent Training:

Weekly Training:

- EMS and Medical call procedures and equipment refresher
- PPE
 - Bunker gear familiarization
 - SCBA checks
 - Personal bunker gear inspections
- Cleaned Fire Hall
 - Swept floors
 - Washed/cleaned trucks

Special Training:

- All firefighters are preparing for Firefighter 1 testing, scheduled for May 10, 2025.

Fire Chief Updates:

- The Fire Chief would like to appoint a new Training Officer.
- A collaborated training night was held April 7th with the East Ferris Fire Department.
- The Fire Chief is waiting to receive a quote from Rochefort for the installation of an air compressor at Station 2.
- The Fire Chief and Fire Prevention Officer attended a conference which resulted in a great networking opportunity.
- The Fire Chief recommends hiring 4 new probationary firefighters.

The following motion was presented.

Motion 4

Moved by Allan Reid

Seconded by Donna Clark

THAT the Fire Chief recommends to the Emergency Services Committee that the following four probationary firefighters be hired: Eric Aldridge, Justin Huywan-Anderson, Trevor Caudle and Keeghan Butler. And further that Council accepts this recommendation.

Carried Steve Featherstone

Fire Prevention:

- Fire Prevention is ongoing during calls
- The FPO is building a 2025 calendar of events
- FPO training is underway
- Fire/CO alarm inspection plan in progress for 2025-2026

Community involvement:

- The Fire Department attended the Bonfield Trade Show held April 5. The firefighters engaged with residents, promoted fire prevention and fire safety, and received a lot of positive feedback from the community.

6.b Report from Fire Chief regarding the addition of a Training Officer.

The Fire Chief reported the following.

- The Chief proposed a three-year trial period for an enhanced Training Officer position.
- The proposed cost of the position is \$500/month (\$6000/year) with an additional cost of up to \$1500 for a computer and set up of the new program.

The following motion was presented.

Motion 5

Moved by Allan Reid

Seconded by Donna Clark

THAT the Emergency Services Committee recommends to Council to accept the report from the Fire Chief to implement an enhanced Training Officer position on a three-year trial basis.

Carried Steve Featherstone

6.c Report from Fire Chief regarding the Fire Department summer recruitment plan.

The Fire Chief reported the following.

- The Fire Department will have an ongoing recruitment drive.
- A recruitment flyer was created and will be advertised on the Township's website, on the Township's and Fire Department's Facebook pages, and handed out at events.

7. Items for Committee Discussion: None for this session**8. Resolutions to be Considered for Council Recommendation:** None for this session**9. Correspondence:** None for this session**10. Closed Session:** None for this session**11. Adjournment****Motion 6**

Moved by Allan Reid

Seconded by Donna Clark

THAT this meeting be adjourned at 6:30 p.m.

Carried Steve Featherstone

CHAIR

SECRETARY



REPORT TO COMMITTEE

DEPARTMENT: Fire Department
MEETING DATE: May 27, 2025
FROM: Shaun McGee Fire Chief
SUBJECT: Fire Department Operations Monthly update

RECOMMENDATION

That the Fire Department Committee of the Township of Bonfield receives this report for information purposes.

BACKGROUND

This report highlights the activities of the Bonfield Volunteer Fire Department from April 25, 2025, to May 21, 2025. The purpose of this report is to keep the Committee, and the community informed on Fire Services. This is a highlight of my first 90 days as the Fire Chief

Operations

- 16 operational volunteer members.
- Responded to 7 calls for service,
 - Hydro wires down April 29, 15:30; 5 volunteers responded
 - Hydro wires down April 29, 16:00; 5 volunteers responded
 - Medical on May 7, 23:04; 0 volunteers responded
 - Tractor fire on May 12, 18:30 7 volunteers responded
 - Structure fire on May 13, 18:03: 7 volunteers responded + Mutual aid from Calvan fire
 - Grass fire on May 13, 21:03: 2 volunteers responded
 - Residential alarm on May 16, 01:06: 3 volunteers responded

- Year to Date: 31 calls for service

Regular Weekly Training

- EMS and Medical call procedures and equipment refresher
- PPE, Bunker gear familiarization
- Personal protective equipment
 - SCBA Checks
 - Personnel bunker gear inspection

- Cleaned hall
 - Swept floors
 - Washed/cleaned trucks



Special Training

- Firefighters preparing for Wildland fire season.

Fire Chief Updates

- Council adopted the recommendation by the Fire Chief in hiring 4 new probationary firefighters. Their official start date was May 14 2025.
- Council adopted the recommendation by the Fire Chief in hiring a new Training officer
- Two firefighters completed the firefighter 1 written and practical testing in Powassan on May 10 2025.
- Facial Hair Policy developed by the Fire Chief. Firefighters that don't adhere to this policy will be reassigned other duties at all emergency scenes that require SCBA.

Fire Prevention

- On going during any incident/call
- New FPO is building a 2025 calendar of events
- FPO Training is underway
- Fire/CO Alarm inspection plan progress for 2025-2026

Community Involvement

- No new community events for this monthly report.

BONFIELD FIRE DEPARTMENT

POLICIES & PROCEDURES

POLICY / PROCEDURE NO: 25-01

EFFECTIVE DATE: MAY 26, 2025

PAGE NO. 1 OF 2 (PLUS TWO ATTACHED PAGES)

SUBJECT: FACIAL HAIR

PURPOSE: To establish guidelines regarding facial hair in order to comply with the Occupational Health and Safety Act, WSIB, Section 21 Guidance Notes, CSA Standard Z94.4-11 Selection, Use and Care of Respirators, and the Manufacturer's requirements.

SCOPE: All personnel who are required to wear self-contained breathing apparatus.

PROCEDURE:

- It is the responsibility of all Officers to ensure that this policy is adhered to.
- All Bonfield Personnel who are required to wear SCBA in the course of their duties are required to be clean shaven at all times when on-duty, such that no hair comes between the face piece seal and the skin.
- Individuals shall present themselves for FIT testing free from interference of hair where the respirator seals to the skin of the face or neck. (Although the rate of hair growth varies for many, this requires being clean-shaven within the previous 24 or preferably 12 hours to ensure that hair neither infringes on the sealing surface of the respirator nor interferes with valve or respirator function. See examples of acceptable and unacceptable facial hair attached to this P&P.) CSA-Z94 9.2.2.
- Individuals shall present themselves for FIT Testing in the same personal condition they would expect to be in when using the respirator. This includes hair styles (e.g. hair buns) and wearing or not wearing dentures, eyeglasses, or contact lenses. CSA-Z94 9.2.3.

- Individuals shall present themselves for FIT Testing in such a way that personal accessories such as head coverings, garments, facial jewellery or other items shall not come between the skin and the sealing surface of the respirator. CSA-Z94 9.2.4.
- When PPE such as eye, face, head or hearing protectors or protective garments are required to be worn during respirator use, they shall be worn during respirator FIT Testing to ensure that the respirator seal is not compromised. CSA Z94 9.2.5.
- FIT Testers shall follow the requirements of the program and shall not perform a fit test if they observe that a person is not free from interference where the respirator seals to the face or neck. CSA-Z94 9.2.1.
- Individuals who are unwilling or otherwise unable to comply with the interference-free requirement, or who are unable to obtain an acceptable fit, shall be prohibited from using a tight-fitting respirator. CSA-Z94 9.2.1.

SEE ATTACHED PAGES FOR ILLUSTRATIONS OF ACCEPTABLE AND UNACCEPTABLE FACIAL HAIR.

Shaun McGee
Fire Chief

Deputy Chief





Annex M (informative)

Illustrations of acceptable and unacceptable facial hair for tight-fitting respirators






Notes:

- (1) This Annex is not a mandatory part of this Standard.
- (2) This Annex is to be used in conjunction with [Clause 9.2.2](#) and [10](#).
- (3) The examples provided in this Annex are illustrations of the application of the criteria specified in the Standard. These examples are limited, not comprehensive, and are provided only as guidance for program administrators, fit testers, supervisors, and users. Variations not illustrated in this Annex do not necessarily meet the criteria for acceptable facial hair.
- (4) Acceptable facial hair for respirator fit testing and use does not interfere with
 - (a) the respirator sealing surface; or
 - (b) valve or respirator function.

Acceptable

A. Clean-shaven, ideal for a good seal	
B. Amount of facial hair that will typically allow a good seal	
C. Moustache that does not interfere with the sealing surface, valves, or respirator function	
D. Soul patch that does not interfere with the sealing surface, valves, or respirator function	

Unacceptable

<p>E. Soul patch that will interfere with the respirator seal in the chin area on elastomeric facepieces</p> <p>Facial hair and sideburns that will interfere with the sealing surface</p>	
<p>F. This facial "shadow" (not clean-shaven) will interfere with the sealing surface of a half or full facepiece. It will also compromise a secondary seal inside a tight-fitting hood-style respirator.</p> <p>Degradation of fit can occur during cumulative work hours when an individual grows this amount of facial hair.</p>	
<p>G. Moustache is too thick and too long (down around edge of mouth); will contact a sealing surface and interfere with exhalation valve.</p> <p>Sideburns and/or heavy hair under the chin will prevent a good seal.</p>	
<p>H. Moustache is too thick and too long (down around edge of mouth); will contact a sealing surface and could get stuck in an exhalation valve.</p> <p>The hair on the rest of the face will interfere with a sealing surface.</p>	
<p>I. Hair is in sealing region and under the chin.</p> <p>Hair is in chin cup sealing region and on the side of the face.</p>	
<p>J. Moustache is too thick and too long; will contact a sealing surface and interfere with exhalation valve.</p>	