



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
EMERGENCY SERVICES COMMITTEE MEETING
March 17th, 2025

PRESENT: Donna Clark, Vice-Chair Shaun McGee, Fire Chief
 Allan Reid, CEMC

STAFF PRESENT: Nicky Kunkel, CAO
 Santana Chubb, Clerk

VIRTUAL ATTENDANCE: Steve Featherstone, Chair

1. Call to Order

Motion 1

Moved by Allan Reid
THAT this meeting be opened at 6:00 p.m.

Seconded by Shaun McGee

Carried Donna Clark

2. Adoption of Agenda

Motion 2

Moved by Shaun McGee
THAT the agenda for the Emergency Services Committee Meeting for March 17, 2025, be approved as circulated.

Seconded by Allan Reid

Carried Donna Clark

3. Disclosure of Pecuniary Interest: None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Allan Reid
THAT the minutes of the Emergency Services Committee Meeting held January 20, 2025, be adopted as circulated.

Seconded by Steve Featherstone

Carried Donna Clark

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 February 16, 2025, to March 14, 2025.

Recent Calls:

The volunteers responded to a total of 11 calls.

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Types of calls:

- 7 medical calls
- 1 smoke in house call
- 1 CO call
- 1 false alarm
- 1 car fire

2025 calls to date: 19

Current volunteer staff is 12 operational members.

Recent Training:

Weekly Training:

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

Special Training:

- All firefighters took the Establishing a Respectful Workplace training course on February 24, 2025

Fire Chief Updates:

- New Fire Chief met with CAO and staff
- New Fire Chief met with firefighters
- Resident came by Station 1 and thanked the firefighters for an excellent job regarding a recent call

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:

- A recruitment drive is to take place soon

7. Items for Committee Discussion

7.a Discuss a plan to update the HIRA and CI.

The following was discussed.

- The current HIRA and CI need updating.
- It was recommended a sub-committee be formed to update these. The CEMC and Fire Chief will discuss this in further detail.

7.b Discuss a plan to update CGIS and Fire Department responses.

The following was discussed.

- The Fire Chief will provide the CEMC with the required data to populate the CGIS system.

7.c Discuss updating ECG and CEMPC meeting schedule for 2025.

The following was discussed.

- Currently, these meetings take place about once a year. The CEMC requests these meetings to be more frequent. It was proposed to change these meetings to quarterly.
- The schedule will be further discussed amongst the committee members.

7.d Discuss requirements for annual review and presentation to Council for approval or the ERP.

The following was discussed.

- The CEMC reiterated the importance of the above discussed for bringing information from the committees to Council.

7.e Receive and review updated Fire Department 2025 draft budget provided by the CAO.

The following updates were provided.

- The CAO provided insight on changes made to the budget.
- The Fire Chief provided a list of items that he would like to purchase for the Fire Department. The list was divided into three categories: critical items, capital items, and wish list.

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 4

Moved by Shaun McGee

THAT this meeting be adjourned at 6:57 p.m.

Seconded by Allan Reid

Carried Donna Clark

CHAIR

SECRETARY