



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
EMERGENCY SERVICES COMMITTEE MEETING  
April 15<sup>th</sup>, 2024

PRESENT: Steve Featherstone, Chair                      Donna Clark, Vice-Chair  
              Allan Reid, CEMC                                      Kelly Serson, Fire Chief

STAFF PRESENT: Santana Chubb, Clerk

EXCUSED ABSENCE: Dave Vieira, Deputy Fire Chief

**1. Call to Order**

**Motion 1**

Moved by Donna Clark  
THAT this meeting be opened at 6:00 p.m.

Seconded by Kelly Serson

Carried Steve Featherstone

**2. Adoption of Agenda**

**Motion 2**

Moved by Allan Reid  
THAT the agenda for the Emergency Services Committee Meeting for April 15, 2024, 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 Allan Reid  
THAT the minutes of the Emergency Services Committee Meeting held March 18, 2024, be adopted as circulated.

Seconded by Kelly Serson

Carried Steve Featherstone

**5. Presentation & Delegations:** None for this session

**6. Staff Reports**

6.a Report from Deputy Fire Chief regarding recent call reports.

The Fire Chief presented the report in the Deputy Fire Chief's absence.

- Attended 4 medical calls.
- Attended 1 vehicle fire.
- Attended 1 grass fire.
- A quick comparison to March 2023 emergency responses was presented. In March 2023, the volunteers attended 5 medical calls and one false alarm.

#### 6.b Report from Deputy Fire Chief regarding recent training.

The Fire Chief presented the report in the Deputy Fire Chief's absence.

- March and April's training was focused on SCBA training and search and rescue.
- April 12<sup>th</sup> and 13<sup>th</sup>, the volunteers completed their Wildland Firefighting training, equivalent to the SP103, the MNR's standard for wildland firefighting.
- 2 volunteers of the Fire Department attended the Northeastern Fire Education Conference, located in Huntsville.

#### 6.c Report from the CEMC regarding an update on the Emergency Response Plan.

- The CEMC attended an Emergency Management Tabletop Exercise.
- With the tabletop exercise, they were able to evaluate the processes and protocols to establish an EOC and identify opportunities for improvement.
- With the exercise, they managed to assemble an action list to make improvements over the next year.
- Recommendations will be brought to Council with changes to by-laws.

### 7. Items for Committee Discussion

#### 7.a Receive and review progress of the CRA.

- Currently awaiting feedback on the CRA from the Fire Chief and Deputy Fire Chief. A follow-up will be had with the feedback provided from the Deputy Fire Chief.
- The CRA is approximately 80% complete.
- The CRA is to be presented at the next Emergency Services Committee meeting, May 20<sup>th</sup>, presented to Council in June, and submitted to the province in July.

#### 7.b Receive and review progress of the 100-Day Action Plan and assessment of the Fire Department.

- Phase one of the action plan was Development. With discussions between the Fire Chief, the CAO, and the Fire Department, they've worked on defining the meaning and scope of this phase. With this, they've developed a schedule and action plan with defined priorities for the next phase.
- They have now begun phase two, Contribution. In this phase, they've started the Department Operational Assessment. Right away, they were able to start addressing safety risks and liabilities. One of the main concerns is the SCBA equipment and PPE. Concerns regarding the SCBA equipment are being prioritized and solutions are being brought forward.
- The Fire Chief and/or Deputy Fire Chief is requested to attend a Council meeting once a month to present reports from the Fire Department.

#### 7.c Review the first draft open-air burning by-law.

- The Fire Chief believes that allowing daytime burning could present some significant issues. The first issue being the cross-over point, where the combustion of the fuels in the forest run faster and cause bigger fires. The second issue being the availability and response time of the volunteers, as many of the volunteers reside outside of Bonfield and work full time jobs. In the events of a fire, this could result in the need to bring outside forces in, which can become very costly. For example, up to \$10,000 an hour for water bombers.

- The Fire Chief recommends exploring all options, and make sure Council understands all the liabilities that come with daytime burning. From there, they would be able to better limit the liability for the municipality.
- Many different options were discussed regarding burning times and permit issuing. The main points were:
  - o Maintaining the regular 7pm to 7am burn time and purchasing a permit to extend those hours earlier in the evening (5pm or 6pm), or for the weekend.
  - o The permit is to be issued to the property, not one individual.
  - o The permit will be a yearly fee that covers you from April 1<sup>st</sup> to October 31<sup>st</sup>. The fee will be the same whether it is purchased at the beginning of the burning season or halfway through.
  - o There'll be no refunds on burning permits if fire bans are in place for the burning season.
  - o Pictures of the burning site must be provided with the application to be inspected and approved for a permit.
  - o Fire Chief recommends using the "Who's Responding" application to track issued permits and handle permit fees.
  - o The Vice-Chair would like to investigate the possibility of adding patio heaters to the propane section of the by-law.
- The Fire chief will bring these matters to the CAO to discuss changes to the by-law.
- All changes made to the by-law will be brought directly to Council, not the Emergency Services Committee.

**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 Allan Reid  
THAT this meeting be adjourned at 7:02 p.m.

Seconded by Donna Clark

Carried Steve Featherstone

**Next Scheduled Meeting:** May 20<sup>th</sup>, 2024

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CHAIR

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CLERK