



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
EMERGENCY SERVICES COMMITTEE MEETING  
October 21<sup>st</sup>, 2024

PRESENT: Donna Clark, Vice-Chair                      Dave Vieira, Fire Chief  
                    Josh Dewaal, Deputy Fire Chief                      Allan Reid, CEMC

STAFF PRESENT: Nicky Kunkle, 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 Dave Vieira

Carried Donna Clark

**2. Adoption of Agenda**

**Motion 2**

Moved by Dave Vieira  
THAT the agenda for the Emergency Services Committee Meeting for October 21, 2024, be approved as circulated.

Seconded by Josh Dewaal

Carried Donna Clark

**3. Disclosure of Pecuniary Interest:** None for this session

**4. Adoption of Previous Minutes**

**Motion 3**

Moved by Josh Dewaal  
THAT the minutes of the Emergency Services Committee Meeting held September 16, 2024, be adopted as circulated.

Seconded by Dave Vieira

Carried Donna Clark

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

**6. Staff Reports**

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

The Fire Chief gave a brief report on recent calls from September 16th to October 16th, and on current volunteers.

The volunteers responded to a total of 3 calls (2 calls less from this time last year). Two medical calls and one motor vehicle collision.

## Emergency Services Committee Meeting, October 21st, 2024

- Medical call: September 20, at 18:30, 5 personnel, 2-hour duration.
- Medical call: September 27, at 16:16, 3 personnel, 2-hour duration.
- Motor vehicle collision: October 13, at 14:50, 5 personnel, 3.5-hour duration.

Year to date, there have been a total of 52 alarms.

Current volunteer staff is 18 operational members, and 1 probationary.

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

The Fire Chief reported on recent and upcoming training.

##### Regular Weekly Training:

- Carried out 1 Training Night Event, 1 Work Night Event, and 1 Public Event for Open House.
- Performed SCBA checks, practiced gearing up and down and wearing the SCBA units.
- Class 'DZ' apparatus driver training and operation for those looking to obtain their DZ licence.
- Ropes and knots training.
- Hose deployment training.
- Cleaned the hall (swept floors and washed/cleaned the trucks).

##### Special Training:

- Fire Chief will be attending a Resilient Minds training course October 26. The course is a skill-building program to help mitigate and better manage occupational stress and enhance personal resilience.
- One of the volunteers has successfully completed Fire Smart Level 1.
- One of the volunteers has successfully completed IMS 100.

#### 6.c Report from Fire Chief regarding recent/upcoming community involvement.

The Fire Chief gave the following report.

- On October 7<sup>th</sup>, the Fire Department held an open house for Fire Prevention Week.
- On September 23<sup>rd</sup>, The Fire Department held a Mock Fire Drill at Ecole Lorrain.
- Throughout the month of October, the Fire Department's volunteers are going door-to-door to do smoke alarm education and checks.
- On October 26<sup>th</sup>, the Fire Department will be participating in the Halloween parade.
- On October 31<sup>st</sup>, the Fire Department will be hosting a fire hall haunted house, a safe place for families to take their kids and will also be used to promote fire safety.

## 7. Items for Committee Discussion

#### 7.a Receive and review update on the Fire Chief Department Plan Provided by the Fire Chief.

The Fire Chief gave the following updates.

## Emergency Services Committee Meeting, October 21st, 2024

- On September 25<sup>th</sup>, the Chief, Deputy Chief and one of the volunteers attended a mutual aid meeting at the Powassan fire department, which included a demonstration of the Community Risk Reduction Dashboard, and an update on the Spectrum Group's changes to their technical support/repair and maintenance agreements.
- The Chief and Deputy Chief obtained a Free Trial for FireQ, a program used to create reports when responding to calls. This would assure that all information inputted when responding to a call will be added to the final report. The program also tracks fire fighters' training and will soon be able track information on the equipment/trucks. Whether or not the Fire Department choose to continue using FireQ in place of Who's Responding, they'll be looking into the cancelation of Who's Responding and the timeline for doing so. The cost for the FireQ program could be anywhere from \$950.00 to \$1200.00 per year.
- The Chief and Deputy Chief are working on a Pre-Service Program as part of the recruitment and retention plan. The program will allow new recruits to prove their competence and the chance to bypass the 6-month probationary period and start attending calls right away.

## 7.b Receive and review the 2015 draft Fire Department Establishing By-Law.

A discussion was had on updating the current Fire Department Establishing By-Law.

- The Township's current Fire Department by-law is from 1995. From 2015 to 2017, an updated version was being worked on but was never finalized.
- The Fire Chief is working on making necessary changes to the draft by-law and will present it to the committee again for review once he gets closer to the final draft.
- The committee set a deadline for the end of February, 2025.

## 7.c Receive and review update on the Wildland Fire grant provided by the CEMC and the Fire Chief.

The Wildland Fire grant is now closed. The grant was not needed due to the Township already having an agreement with the MNR for Wildland Protection and already have a Wildland Protection Plan in place.

## 7.d Discuss the CEPP grant for Emergency Management.

A brief discussion was had on the CEPP grant.

- There's a grant provided by Emergency Management Ontario for up to \$50,000.
- The grant would be used to establish two radio base systems, one for Public Works and one for the Fire Department. This would allow the two departments to communicate through a separate shared radio frequency during emergencies.
- The grant could also be used to purchase new radio systems for the Public Works Department and the Fire Department.
- The grant application is due by October 31<sup>st</sup>, 2024.

The Committee brought forward the following motion:

**Motion 4**

Moved by Allan Reid

Seconded by Dave Vieira

THAT the Emergency Services Committee recommends to Council to apply to the Emergency Management Preparedness Funding for upgrades to the Township's emergency communication systems for the Fire Department, Public Works and the Emergency Operating Center up to a maximum of \$50,000.

Carried Donna Clark

7.e Discuss the CGIS and Emergency Response Pilot Proposal provided by the CEMC. The CEMC presented the use of CGIS and a pilot proposal.

- CGIS provides a graphical interface with collected data from the community, providing our first responders with enhanced operational efficiency and improved decision-making.
- CGIS provides enhanced situational awareness, improved navigation and routing, resource allocation, risk assessment and planning, incident analysis and reporting, community engagement and education, and integration with other systems.
- The main points of the proposal are the following:
  - o Adopt the Fire Response layer in CGIS to populate Fire Department calls.
  - o Populate the GIS with the previous 5 years of call reports.
  - o Identify and prepare a process flow that adds new data to CGIS in an ongoing way.
  - o Evaluate effectiveness and value after 12 months of new call data reporting into CGIS.
  - o Make recommendations for future expansion of existing layers for data gathering, i.e. Fire Inspections and Smoke Alarm Inspections.
  - o Make recommendations for future expansion of new layers that would contribute to the data collection requirements of the Community Risk Assessment.

The Committee brought forward the following motion:

**Motion 5**

Moved by Dave Vieira

Seconded by Allan Reid

THAT the Emergency Services Committee recommends to Council to initiate a pilot program to record emergency response information into the GIS system to be re-evaluated after 12 months.

Carried Donna Clark

7.f Discuss adopting a uniform policy and a facial hair policy.

The committee had a brief discussion on the importance of adopting these policies.

- With the help of the Clerk, the Fire Chief will create drafts for these policies and present them at the next committee meeting.

**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

THAT this meeting be adjourned at 7:11 p.m.

Seconded by Josh Dewaal

Carried Donna Clark

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CHAIR

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CLERK