



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
Emergency Management and Fire Department Committee Meeting
January 15th, 2024 at 6:00 pm

PRESENT: Steve Featherstone, Chair
Donna Clark, Vice-Chair
Allan Reid, CEMC
Gilles Lebel, Fire Chief
Dave Vieira, Deputy Fire Chief

STAFF: Santana Chubb, Clerk
Nicky Kunkel, CAO

1. Call to Order

Moved by Allan Reid

Seconded by Gilles Lebel

THAT the Emergency Management and Fire Department Committee Meeting be opened at 6:02 p.m.

Carried Chair, Steve Featherstone

2. Adoption of the Agenda

Moved by Donna Clark

Seconded by Allan Reid

THAT the agenda for the Emergency Management and Fire Department Committee Meeting for January 15, 2024, be approved as circulated.

Carried Chair, Steve Featherstone

3. Adoption of the Minutes

Moved by Gilles Lebel

Seconded by Allan Reid

THAT the minutes of the Emergency Management and Fire Department Committee meeting held November 20, 2023, be adopted as circulated.

Carried Chair, Steve Featherstone

4. Disclosure of Pecuniary Interest and General Nature Thereof

None for this session

5. Delegations and Presentations - None for this session

6. Correspondence and Information

6.1 Information re calls and Fire Department activities provided by Gilles.

November 2023:

- The volunteers attended the regular Monday night meetings: two training nights and two work nights.
- Attended a CO alarm call on November 10th.
- Attended 11 medical calls.
- Participated in the Community Christmas Parade November 25th, 2023.

December 2023:

- The volunteers attended the regular Monday night meetings: two training nights and one work night.
- Attended 1 chimney fire on December 3rd.
- Attended a “power line down” call on December 17th.
- Attended 1 vehicle fire on December 19th.
- Attended 8 medical calls.

It was requested that the reports be more detailed going forward, and include the number of volunteers and resources needed for the call.

7. New Business

7.1 2024 Task List Provided By CAO

- The CAO presented a list of tasks to have completed within the Fire Department and EMFD Committee.
- The tasks will help complete the CRA for June 1st, 2024, and allow us to update the establishing bylaw to eliminate risks and hazards.
- The committee discussed better ways to log the volunteers in and out from on being “On Scene”. The Fire Chief and Deputy Chief were tasked with determining the best way to document and report back to the Committee with how they implemented this task.
- The Fire Chief and Deputy Fire Chief will retrain all the volunteers on using the application to log in and out from being on scene.
- A work planning meeting is scheduled for February 5th at 7:00pm to set dates to work on the CRA and set dates to have items from the task list completed.

8. Unfinished Business

8.1 1978 Pumper Truck – Engine Replacement Update

- An engine has been purchased for the pumper truck.
- Currently waiting on the licenced mechanic to be available to install the new engine within the next couple of weeks.

8.2 SCBA Equipment Replacement Update

- The Deputy Fire Chief will send quotes for the equipment to the CAO.
- The new equipment will bring the SCBA equipment up to current standards.
- The Fire Chief and Deputy Fire Chief were advised by the CAO to order bunker gear for 2024. A report will go to Council recommending they put the unused portion of the bunker gear budget of 2023 to reserve to be used in 2024

9. Community Risk Assessment

9.1 Community Risk Assessment Update

- The Fire Chief will have his required section completed by February.
- Meeting scheduled for February 12th, with a progress report on the CRA.
- The next section of the CRA is estimated to be completed by the end of March.

10. Public Events/ Public Education

10.1 Hockey Tournament

- The Fire Department Association is planning to host a hockey tournament in the near future for the community.

11. Training

11.1 Upcoming Training

- Currently looking to book a training course in March. Waiting for the availability of the volunteers.
- The Fire Chief and Deputy Chief were encouraged to get as many volunteers signed up for training courses as possible.

12. Addendum

None for this session.

13. Adjournment

Moved by Allan Reid

Seconded by Dave Vieira

THAT this meeting be adjourned at 6:52 p.m.

Carried Chair, Steve Featherstone

The next scheduled meetings are:

- February 5th, at 7:00 p.m.
- February 12th, at 6:00 p.m.

CHAIR

SECRETARY