



The Corporation of The Township of Bonfield

AGENDA FOR EMERGENCY SERVICES COMMITTEE TO BE HELD

January 20th, 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: December 16, 2024
- 5. Presentations and Delegations**
- 6. Staff Reports**
 - a. Report from Acting Fire Chief regarding recent call reports, training and community involvement.
- 7. Items for Committee Discussion**
 - a. Receive and review update on the Department Plan/Task List provided by the Acting Fire Chief.
 - b. Receive and review the Fire Department 2025 draft budget provided by the CAO and Acting Fire Chief.
 - c. Receive and review quote for firetruck provided by the CAO.
 - d. Discuss the Firefighters Protection Grant.
- 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
December 16th, 2024

PRESENT: Steve Featherstone, Chair Josh DeWaal, Acting Fire Chief
Allan Reid, CEMC

STAFF PRESENT: Nicky Kunkel, CAO
Santana Chubb, Clerk
Matthew Strood, Fire Prevention Officer

EXCUSED ABSENCE: Donna Clark, Vice-Chair

1. Call to Order

Motion 1

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

Seconded by Josh DeWaal

Carried Steve Featherstone

2. Adoption of Agenda

Motion 2

Moved by Josh DeWaal
THAT the agenda for the Emergency Services Committee Meeting for December 16, 2024, be approved as circulated.

Seconded by Allan Reid

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 November 18, 2024, be adopted as circulated.

Seconded by Josh DeWaal

Carried Steve Featherstone

5. Presentation & Delegations: None for this session

6. Staff Reports

6.a Report from Acting Fire Chief regarding recent call reports, training, and community involvement.

The Acting Fire Chief gave a brief report on recent calls, training, community involvement and other relevant information from November 15 to December 12.

Emergency Services Committee Meeting, December 16th, 2024

Recent Calls:

The volunteers responded to a total of 2 calls.

- November 18: Medical call at 10:07, 2 personnel, 1-hour duration.
- November 22: Medical call at 22:44, 4 personnel, 1-hour duration.

Year to date, a total of 58 alarms.

Current volunteer staff is 18 operational members.

Recent Training:

Weekly Training:

- Performed EMS and medical call procedures and equipment refresher.
- Performed bunker gear refresher.
- PPE.
 - SCBA checks
 - Personal bunker gear inspections
- Cleaned Fire Hall
 - Swept floors
 - Washed/cleaned trucks

Special Training:

- December 7, the Acting Fire Chief and Fire Prevention Officer participated in a Resilient Minds online course.

Fire Chief Updates:

- Fire Station 2 repairs are complete.
- Facial hair policy is being updated.
- SOPs are under review.
- New equipment check-list and maintenance tracking have been created. Have begun creating the maintenance logs on FireQ.
- The transfer from Who's Responding to FireQ has begun, and all personnel profiles have been made.
- Six new sets of bunker gear have been received and are now in service. This totals 12 new sets of bunker gear in 2024.
- New measures have been put in place for cancer prevention for the personnel:
 - Currently moving bunker gear lockers off the apparatus floors in Station 1 and 2.
 - Extra set of gloves and balaclavas have been provided for each firefighter.

Fire Prevention:

- Fire Prevention is ongoing during calls.
- Introduction of a new Fire Prevention Officer, who's training is underway.
- FPO is building a 2025 calendar of events.
- Fire/CO alarm inspection plan is in progress for 2025/2026.

Community involvement:

- Nothing to report.

7. Items for Committee Discussion

7.a Receive and review update on the Department Plan provided by the Acting Fire Chief.
Deferred to next meeting.

7.b Receive update on the annual Emergency Management Compliance report provided by the CEMC.

The CEMC provided the following updates.

- The yearly compliance report was completed that outlines the status of the Emergency Response Plan to demonstrate that the municipality is in compliance with the Municipal Emergency Protection Act.
- The Premier launched an organization called Ontario Core. The organization is a group of volunteers funded by the province to respond to emergencies when resources are needed. The depots will be equipped with tools, equipment, supplies, beds, trucks, backhoes, etc. The closest depot will be at Northern College in Timmins.

7.c Receive and review the Fire Department 2025 preliminary budget provided by the CAO and the Acting Fire Chief.

The following updates were provided.

- The \$50,000 placed in reserves was used to pay off a loan. Three years from now, \$50,000 will have to be back in reserves to pay for SCBAs.
- The training and first-aid training budgets have increased to ensure all staff obtain necessary training. The committee discussed potentially sending a member to take the First-Aid Instructor Course. They could then train all the departments in the municipality in-house.
- There'll be additional costs for computers and computer services in 2025.
- The heating system in Station 1 needs maintenance and some lights will need to be changed, which will result in an increase in building maintenance costs.
- The cost of yearly truck inspections/safeties will increase due to the new inspection system in place.
- The Fire Department is looking to purchase a trailer for the John Deere side-by-side with an approximate cost of \$5,500 for a 12-foot single-axel, or \$8,000 for a 14-foot dual-axel. The trailer would allow the department to use the side-by-side while it's on tracks.
- The department would like to start looking into the replacement of Pumper 2.
- The Chief would like to increase the number of people attending next year's conference from 2 to 3.
- The cost for Public Education will increase for the new Public Education Plan for 2025.
- By the end of 2025, most members should have their Firefighter 2 training completed.
- A draft budget will be provided at the next committee meeting (January 2025).

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 6:32 p.m.

Seconded by Josh DeWaal

Carried Steve Featherstone

CHAIR

SECRETARY



REPORT TO COMMITTEE

DEPARTMENT: Fire Department
MEETING DATE: January 20, 2025
FROM: Joshua DeWaal, Interim 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 only.

BACKGROUND

This report highlights the activities of the Volunteer Fire Department from December 12/24 to January 16/25. The purpose of this report is to keep Committee, and the community informed on Fire Services.

Operations

- 15 operational volunteer members,
- Responded to 12 calls for service,

Dispatch Date	Dispatch Time	Type	# Responders	Duration (HRS)
2025/01/14	11:31:32 AM	Medical Call (MC)	2	1
2025/01/12	12:56:22 PM	Medical Call (MC)	4	1
2025/01/05	2:24:17 PM	Medical Call (MC)	4	1
2025/01/01	12:24:48 PM	Medical Call (MC)	5	1
2024/12/28	1:04:04 AM	Medical Call (MC)	2	1
2024/12/26	6:39:20 AM	Structure Fire	6	6
2024/12/24	7:41:00 PM	Medical Call (MC)	2	1
2024/12/22	4:45:49 PM	Medical Call (MC)	3	1
2024/12/22	12:14:06 AM	Medical Call (MC)	3	1
2024/12/20	5:56:58 PM	Medical Call (MC)	3	1
2024/12/19	8:37:41 PM	Medical Call (MC)	4	1
2024/12/16	7:07:14 PM	Medical Call (MC)	4	1

- 2024 Call total- 66
- Calls to date 2025- 4



Regular Weekly Training

- Truck inspections
- Truck Cleanup and restock
- Personal protective equipment
 - SCBA Checks
 - Personnel bunker gear inspection
- Cleaned hall
 - Swept floors
 - Washed/cleaned trucks

Special Training

- Fire Prevention Officer has completed legislation in class

Fire Chief Updates

- Station 2 has new gear lockers installed in closed in space to help with cancer reduction
- Station 1 lockers are in the process of being moved off the apparatus floor to the hall way, also to help with cancer reduction.
- Standard operating procedures and policies under review
- FireQ data input and usage is well underway. Reporting and review is being done 90% through FireQ app

Fire Prevention

- On going during any incident/call
- Smoke and CO inspections planned for Monday January 20/25
- New FPO is building a 2025 calendar of events
- Smoke and CO inspection plan is being developed

Community Involvement

- Family Day Event Upcoming

Prepared by:

Interim Fire Chief
Joshua DeWaal