



The Corporation of The Township of Bonfield

AGENDA FOR EMERGENCY SERVICES COMMITTEE TO BE HELD

March 17th, 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: January 20, 2025
- 5. Presentations and Delegations**
- 6. Staff Reports**
 - a. Report from Fire Chief regarding recent call reports, training and community involvement.
- 7. Items for Committee Discussion**
 - a. Discuss a plan to update HIRA and CI.
 - b. Discuss a plan to update CGIS and fire department responses.
 - c. Discuss updating ECG and CEMPC meeting schedule for 2025.
 - d. Discuss requirements for annual review and presentation to Council for approval of the ERP.
 - e. Receive and review updated Fire Department 2025 draft budget provided by the CAO.
- 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
January 20th, 2025

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

STAFF PRESENT: Nicky Kunkel, CAO
Santana Chubb, Clerk

EXCUSED ABSENCE: Donna Clark, Vice-Chair

1. Call to Order

Motion 1

Moved by Allan Reid
THAT this meeting be opened at 6:01 p.m.

Seconded by Josh DeWaal

Carried Steve Featherstone

2. Adoption of Agenda

Motion 2

Moved by Allan Reid
THAT the agenda for the Emergency Services Committee Meeting for January 20, 2025, be approved as circulated.

Seconded by Josh DeWaal

Carried Steve Featherstone

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 December 16, 2024, be adopted as circulated.

Seconded by Allan Reid

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 December 12, 2024, to January 16, 2025.

Emergency Services Committee Meeting, January 20, 2025

Recent Calls:

The volunteers responded to a total of 12 calls.

2024:

- December 16: Medical call at 7:07pm, 4 personnel, 1-hour duration.
- December 19: Medical call at 8:37pm, 4 personnel, 1-hour duration.
- December 20: Medical call at 5:56pm, 3 personnel, 1-hour duration.
- December 22: Medical call at 12:14am, 3 personnel, 1-hour duration.
- December 22: Medical call at 4:45pm, 3 personnel, 1-hour duration.
- December 24: Medical call at 7:41pm, 2 personnel, 1-hour duration.
- December 26: Structure Fire at 6:39am, 6 personnel, 6-hour duration.
- December 28: Medical call at 1:04am, 2 personnel, 1-hour duration.

2024 call total: 66

2025:

- January 01: Medical call at 12:24pm, 5 personnel, 1-hour duration.
- January 05: Medical call at 2:24pm, 4 personnel, 1-hour duration.
- January 12: Medical call at 12:56pm, 4 personnel, 1-hour duration.
- January 14: Medical call at 11:31am, 2 personnel, 1-hour duration.

2025 calls to date: 4

Current volunteer staff is 15 operational members.

Recent Training:

Weekly Training:

- Truck inspections
- Truck cleanup and restock
- PPE.
 - SCBA checks
 - Personal bunker gear inspections
- Cleaned Fire Hall
 - Swept floors
 - Washed/cleaned trucks

Special Training:

- The Fire Prevention Officer completed legislation in class.

Fire Chief Updates:

- Fire Station 2 has new gear lockers installed in a closed in space (cancer prevention).
- Fire Station 1 in the process of moving the remaining lockers off the apparatus floor and into the hallway (cancer prevention).
- SOPs and policies are under review.
- 90% of reporting and review is being done through the FireQ app.

Fire Prevention:

- Fire Prevention is ongoing during calls.
- Smoke and CO inspections being performed on Monday January 20, 2025.
- The Fire Prevention Officer is building a 2025 calendar of events.
- A smoke and CO alarm inspection plan is being developed by the FPO.

Community involvement:

- There will be an upcoming Family Day event.

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 and review the Fire Department 2025 draft budget provided by the CAO and the Acting Fire Chief.

The following updates were provided.

- No new items were added to the budget since the previous meeting.
- The Acting Fire Chief will provide the CAO with a quote for a trailer for the side-by-side.

7.c Receive and review quote for firetruck provided by the CAO.

The following updates were provided.

- The quote to repair the firetruck was \$4,503.39. The work has been approved and is underway.
- There will be additional costs to repair the upper bumper and the winch. The Acting Fire Chief will obtain prices for a new winch and mounting bracket.

7.d Discuss the Firefighters Protection Grant.

The following updates were provided.

- The Township has applied for 20 viking hoods and 6 bunker gear sets (coats and pants) for a total of \$18,895.
- The Township received \$16,460 from the grant and will focus on obtaining the bunker gear first.

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 Josh DeWaal

THAT this meeting be adjourned at 6:29 p.m.

Seconded by Allan Reid

Carried Steve Featherstone

Next scheduled meetings:

- February 10, 2025, at 6pm.
- March 3, 2025, at 6pm.
- March 17, 2025, at 6pm.

CHAIR

SECRETARY



REPORT TO COMMITTEE

DEPARTMENT: Fire Department
MEETING DATE: March 17, 2025
FROM: Shaun McGee 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.

BACKGROUND

This report highlights the activities of the Volunteer Fire Department from February 16, 2025, to March 14, 2025. The purpose of this report is to keep the Committee, and the community informed on Fire Services. This is a highlight of my first 30 days as the Fire Chief

Operations

- 12 operational volunteer members, down from 18 from the previous month's report
- Responded to 11 calls for service,
 - Medical on Feb 16, 17:44; 0 volunteers responded
 - Medical on Feb 17, 06:24; 0 volunteers responded
 - Smoke in House on Feb 21, 13:42: 4 volunteers responded-2.5hrs duration
 - Medical on Feb 24, 17:04:20:17: 9 volunteers responded-1hr duration
 - CO on Mar 1, 22:26: 5 volunteers attended-1 hr duration
 - Medical-Lift Assist on Mar 2, 17:57: 4 volunteers responded-2.5hrs duration
 - False Alarm on Mar 3, 23:24: 4 volunteers responded-1hr duration
 - Car Fire on Mar4, 12:18: 5 volunteers responded-2.5hrs duration
 - Medical on Mar 5, 16:58: 0 volunteers responded
 - Medical on Mar 6, 14:23: 0 volunteers responded
 - Medical on Mar 7, 02:14: 0 volunteers responded

- Year to Date: 19 calls for service



Regular Weekly Training

- EMS and Medical call procedures and equipment refresher
- PPE, Bunker gear refreshers
- Personal protective equipment
 - SCBA Checks
 - Personnel bunker gear inspection
- Cleaned hall
 - Swept floors
 - Washed/cleaned trucks

Special Training

- All firefighters took the Establishing a Respectful workplace training course on Feb 24, 2025.

Fire Chief Updates

- New Fire Chief met with CAO and staff
- New Fire Chief met with firefighters and did an introduction and shared my vision for the fire department going forward
- Homeowner from Rock Ridge Ln came by Station 1 and thanked the firefighters for an excellent job regarding the Smoke in a house call

Fire Prevention

- On going during any incident/call
- New FPO is building a 2025 calendar of events
- FPO Training is underway
- Fire/CO Alarm inspection plan progress for 2025-2026

Community Involvement

- Recruitment drive to take place soon.