



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
EMERGENCY SERVICES COMMITTEE MEETING  
November 18<sup>th</sup>, 2024

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

STAFF PRESENT: Nicky Kunkel, CAO  
                         Santana Chubb, Clerk  
                         Josh Dewaal, Deputy Fire Chief

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 November 18, 2024, be approved as circulated.

Seconded by Allan Reid

Carried Donna Clark

**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 October 21, 2024, be adopted as circulated.

Seconded by Josh Dewaal

Carried Donna Clark

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

**6. Staff Reports**

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

The Fire Chief gave a brief report on recent calls from October 16th to November 14th, and on current volunteers.

The volunteers responded to a total of 4 calls (2 calls less from this time last year). Three medical calls and one carbon monoxide call.

## Emergency Services Committee Meeting, November 18th, 2024

- October 22: Medical call at 18:40, 2 personnel, 1-hour duration.
- November 2: Medical call at 05:56, 3 personnel, 1-hour duration.
- November 2: Carbon monoxide (CO) call at 19:00, 5 personnel, 2-hour duration.
- November 13: Medical call at 17:36, 3 personnel, 1-hour duration.

Year to date, there have been a total of 56 alarms.  
Current volunteer staff is 18 operational members.

6.b Report from Fire Chief regarding recent training.  
The Fire Chief reported on recent and upcoming training.

Regular Weekly Training:

- Carried out three smoke and CO inspection nights, 1 Work Night, and one private event for fire fighter recognition.
- Performed SCBA checks and personnel bunker gear inspection.
- Cleaned the hall (swept floors and washed/cleaned the trucks).

Special Training:

- Three Officers and the Deputy Chief will be attending a Resilient Minds training course December 7, 2024. The course is a skill-building program to help mitigate and better manage occupational stress and enhance personal resilience.
- All Officers and Chiefs are officially IMS 100 certified.
- The Fire Chief and Deputy Fire Chief will be attending an Emergency Control Group and Municipal Emergency Control Group tabletop exercise November 21 in East Ferris (the CEMC will also be attending).

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

The Fire Chief gave the following report.

- Discussions were had with neighboring fire chief for a joint recruitment program.
- Performed three smoke alarm program/education nights for the community, which included 55 homes.
- The Chief and Deputy Chief attended Remembrance Day ceremonies in Bonfield, East Ferris and Callander.
- Participated in the Halloween parade October 26, with 2 fire trucks and 7 personnel.
- Hosted a Haunted Fire House on Halloween night which received a fantastic response from the community.

## 7. Items for Committee Discussion

7.a Receive and review update on the Fire Department Action Plan task list provided by the Fire Chief.

The committee briefly read through the task list. The following are updates provided by the Fire Chief, and discussions had with the committee.

- The Facial Hair Policy is currently being updated to meet current standards.
- The standard operating procedures are currently under review.

Emergency Services Committee Meeting, November 18th, 2024

- New spreadsheets have been created for equipment checklists and maintenance tracking and are continually being updated.
- The Fire Chief will follow up on the 2024 invoicing from the MTO.
- The Who’s Responding services can be canceled at any time if the committee decides to switch over to the FireQ program. Currently, the FireQ trial is going well. The decision will be made by December.
- The fire fighters are being measured for bunker gear at tonight’s weekly work night (November 18) for new bunker gear to be ordered.
- The Fire Department draft establishing by-law will be provided by December 13 with edits for the governance structure and presented at the next committee meeting for discussion. The final copy is due February 2025.
- A plan was made to complete all inspections of CO and smoke alarms for all residents’ homes in Bonfield and Rutherglen. An official plan will be written by the Fire Chief and Deputy Chief.
- The Fire Chief and Deputy Chief will create a Public Education Plan.

7.b Receive and review update on the Community Emergency Preparedness Grant (CEPG) application provided by the CEMC.

The CEMC provided the following updates on the CEPG application.

- The grant provides between \$5,000 and \$50,000 to improve emergency response plans and equipment for first responders.
- The application submitted focuses on communication. The CEMC went over the items/equipment requested and their uses.
- The application is for approximately \$45,000.

7.c Receive and review the 2025 Fire Department draft budget.

- The CAO briefly explained the draft budget.
- The Fire Chief and Deputy Chief will review the 2024 operating budget and take note of changes needed to be made for the 2025 budget. These changes along with any questions and concerns will be discussed in a meeting with the CAO in the near future.

**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 7:05 p.m.

Seconded by Josh Dewaal

Carried Donna Clark

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY