



# **The Corporation of The Township of Bonfield**

## **AGENDA FOR EMERGENCY SERVICES COMMITTEE TO BE HELD**

**April 28<sup>th</sup>, 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: March 17, 2025
- 5. Presentations and Delegations**
- 6. Staff Reports**
  - a. Report from Fire Chief regarding recent call reports, training and community involvement.
  - b. Report from Fire Chief regarding the addition of a Training Officer.
  - c. Report from Fire Chief regarding the Fire Department summer recruitment plan.
- 7. Items for Committee Discussion**
- 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  
March 17<sup>th</sup>, 2025

PRESENT: Donna Clark, Vice-Chair      Shaun McGee, Fire Chief  
Allan Reid, CEMC

STAFF PRESENT: Nicky Kunkel, 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 Shaun McGee

Carried Donna Clark

**2. Adoption of Agenda**

**Motion 2**

Moved by Shaun McGee  
THAT the agenda for the Emergency Services Committee Meeting for March 17, 2025, 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 January 20, 2025, be adopted as circulated.

Seconded by Steve Featherstone

Carried Donna Clark

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

**6. Staff Reports**

6.a Report from Fire Chief regarding recent call reports, training, and community involvement. The Fire Chief gave a brief report on recent calls, training, community involvement and other relevant information from February 16, 2025, to March 14, 2025.

Recent Calls:

The volunteers responded to a total of 11 calls.

## Emergency Services Committee Meeting, March 17, 2025

## Types of calls:

- 7 medical calls
- 1 smoke in house call
- 1 CO call
- 1 false alarm
- 1 car fire

2025 calls to date: 19

Current volunteer staff is 12 operational members.

## Recent Training:

## Weekly Training:

- EMS and Medical call procedures and equipment refresher
- PPE
  - Bunker gear refreshers
  - SCBA checks
  - Personal bunker gear inspections
- Cleaned Fire Hall
  - Swept floors
  - Washed/cleaned trucks

## Special Training:

- All firefighters took the Establishing a Respectful Workplace training course on February 24, 2025

## Fire Chief Updates:

- New Fire Chief met with CAO and staff
- New Fire Chief met with firefighters
- Resident came by Station 1 and thanked the firefighters for an excellent job regarding a recent call

## Fire Prevention:

- Fire Prevention is ongoing during calls
- The FPO is building a 2025 calendar of events
- FPO training is underway
- Fire/CO alarm inspection plan in progress for 2025-2026

## Community involvement:

- A recruitment drive is to take place soon

**7. Items for Committee Discussion**

## Emergency Services Committee Meeting, March 17, 2025

## 7.a Discuss a plan to update the HIRA and CI.

The following was discussed.

- The current HIRA and CI need updating.
- It was recommended a sub-committee be formed to update these. The CEMC and Fire Chief will discuss this in further detail.

## 7.b Discuss a plan to update CGIS and Fire Department responses.

The following was discussed.

- The Fire Chief will provide the CEMC with the required data to populate the CGIS system.

## 7.c Discuss updating ECG and CEMPC meeting schedule for 2025.

The following was discussed.

- Currently, these meetings take place about once a year. The CEMC requests these meetings to be more frequent. It was proposed to change these meetings to quarterly.
- The schedule will be further discussed amongst the committee members.

## 7.d Discuss requirements for annual review and presentation to Council for approval or the ERP.

The following was discussed.

- The CEMC reiterated the importance of the above discussed for bringing information from the committees to Council.

## 7.e Receive and review updated Fire Department 2025 draft budget provided by the CAO.

The following updates were provided.

- The CAO provided insight on changes made to the budget.
- The Fire Chief provided a list of items that he would like to purchase for the Fire Department. The list was divided into three categories: critical items, capital items, and wish list.

**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 Shaun McGee

THAT this meeting be adjourned at 6:57 p.m.

Seconded by Allan Reid

Carried Donna Clark

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CHAIR

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SECRETARY



## REPORT TO COMMITTEE

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**DEPARTMENT:** Fire Department  
**MEETING DATE:** April 28, 2025  
**FROM:** Shaun McGee Fire Chief  
**SUBJECT:** Fire Department Operations Monthly update

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### RECOMMENDATION

That the Fire Department Committee of the Township of Bonfield receives this report for information purposes.

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### BACKGROUND

This report highlights the activities of the Bonfield Volunteer Fire Department from March 15, 2025, to April 24, 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 60 days as the Fire Chief

#### Operations

- 12 operational volunteer members.
- Responded to 9 calls for service,
  - Medical on March 21, 12:55; 2 volunteers responded
  - Medical on March 21, 16:05; 4 volunteers responded
  - Medical on March 22, 17:44: 0 volunteers responded
  - Medical on March 25, 10:37: 0 volunteers responded
  - Medical on March 25, 10:11: 3 volunteers responded
  - Medical on April 3, 01:23: 2 volunteers responded-VSA
  - Medical on April 9, 14:04: 3 volunteers responded
  - Medical on April 10, 23:09: 0 volunteers responded
  - Medical on April 14, 18:23: 4 volunteers responded
  
- Year to Date: 24 calls for service

#### Regular Weekly Training

- EMS and Medical call procedures and equipment refresher
- PPE, Bunker gear familiarization
- Personal protective equipment
  - SCBA Checks
  - Personnel bunker gear inspection

- Cleaned hall
  - Swept floors
  - Washed/cleaned trucks

### **Special Training**

- All firefighters are preparing for the Firefighter 1 testing scheduled on May 10, 2025 in Powassan.

### **Fire Chief Updates**

- Recommendation by the Fire Chief in hiring 4 new probationary firefighters.
- Upon adoption of the 2025 budget, a new Training officer will be appointed
- Collaborated with East Ferris fire department on a combined training night on April 7
- I had Rochefort stop by station 2 to give me a quote to install the air compressor

### **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**

- Firefighters attended the Trade show on April 5 2025 at the community center and had a table set up with fire prevention literature. Firefighters engaged the residents on fire safety and received a lot of positive feedback from the community.

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**MEETING DATE:** April 28<sup>th</sup>, 2025  
**FROM:** Fire Chief, Shaun McGee  
**SUBJECT:** **Addition of a Training Officer for the Fire Department**

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**RECOMMENDATION:** That the Emergency Services Committee recommends to Council to update the job description of the Training Officer for the Bonfield Volunteer Fire Department, and set up an enhanced training position for three years with a honorarium should the 2025 budget accommodate the increased responsibilities of the role.

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### **BACKGROUND**

The hierarchy of the fire department is Fire Chief, Deputy fire Chief, Fire Prevention Officer, Training Officer, Captain and Firefighter.

#### **Why is a Training Officer needed?**

The Ontario government's Regulation 343/22 specifies these requirements, which are based on the National Fire Protection Association's (NFPA) standards. This regulation aims to provide a consistent approach to firefighter certification across Ontario, ensuring a minimum level of competency for all fire protection services. In Ontario, by July 1, 2026, firefighters must be certified to specific NFPA standards, depending on the fire protection service they perform. Specifically, they need to be certified to standards like NFPA 1002, NFPA 1033, and NFPA 1072. Some standards, like those for technical rescue personnel, have a later deadline of July 1, 2028. Below is a detailed breakdown of those NFPA standards:

- **NFPA 1001:** Standard for Firefighter Professional Qualifications
- **NFPA 1002:** Standard for Fire Apparatus Driver/Operator Professional Qualifications
- **NFPA 1021:** Standard for Fire Officer Professional Qualifications
- **NFPA 1031:** Standard for Fire Inspector Professional Qualifications
- **NFPA 1033:** Standard for Professional Qualifications for Fire Investigator
- **NFPA 1035:** Standard for Fire Life Safety Educator Professional Qualifications
- **NFPA 1041:** Standard for Fire Service Instructor Professional Qualifications
- **NFPA 1072:** Standard for Hazardous Materials Response Professional Qualifications
- **NFPA 1006:** Standard for Technical Rescue Personnel (July 1, 2028 date)

There has been a voluntary training officer in the past however there wasn't one dedicated person thus the continuity and firefighter performance suffered.



The job description is attached for your consideration.

The expected skills required to be a training officer are:

- Thorough knowledge and practical skills in the required NFPA standards
- Adult education and training experience
- Record keeping management
- Approachable

### **ANALYSIS**

The enhanced training officer position will ensure that all firefighters receive the same training and delivered in the same manner. Monday night trainings will be streamlined and more direct with all members will have the same training at the same level.

I am proposing the cost of the position is \$500.00 per month with a three-year trial period. I propose to enter into an agreement with the successful volunteer firefighter that will outline the expectations and the timelines for review of the program. This position will also require a computer. The department has the other necessary equipment such as projector, excellent training room and textbooks just received via a grant from the fire safety council.

The overall budget increase is \$6,000 per year plus up to \$1,500 to set up the new position and program.

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#### Options:

1. Keep the existing volunteer training officer system
2. Enhance the training officer position for a trial period while the additional training is needed and as the Department is being restructured.

Respectfully Submitted,

Shaun McGee  
Fire Chief

I concur with this report

Nicky Kunkel  
CAO Clerk-Treasurer



# REPORT TO COMMITTEE

**DEPARTMENT:** Fire Department  
**MEETING DATE:** April 28, 2025  
**FROM:** Shaun McGee Fire Chief  
**SUBJECT:** Fire Department Update-Recruitment Plan 2025

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## **PURPOSE**

That the Fire Department have a clear outline and objectives with its recruitment process.

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## **BACKGROUND**

As with many fire departments throughout the province, the Township of Bonfield is having the same struggles with recruitment and retention of volunteer firefighters. My goal and plan is to have an ongoing recruitment drive to ensure that the residents of Bonfield are adequately protected.

Some of the initiatives that I will implement are:

- Social media advertising by using a Bonfield fire department Facebook page
- Recruitment poster posted on the township's website and facebook page
- Firefighters at any public event
- Have the firefighters actively recruit by word of mouth to friends and family

For retaining the firefighters, we currently have as well as retaining future firefighters I will implore:

- Open door policy and effective lines of communication
- My commitment to the firefighters and to the Bonfield fire department
- Strong leadership

This will be an ongoing process with no end date. The success of this plan depends on the positive attitudes of every firefighter and positive engagement of the community.