



AGENDA

ROSEMONT DISTRICT FIRE BOARD
Friday, October 20, 2023 at 9:00 am

1. **CALL TO ORDER**

2. **LAND ACKNOWLEDGEMENT**

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Anishinabewaki, Haudenosaunee, Petun peoples. We recognize and deeply appreciate their historic connection to this place, and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

3. **APPROVAL OF THE AGENDA**

Draft Motion: THAT the October 20, 2023, Rosemont Fire Board agenda be approved as circulated.

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

Draft Motion: THAT the minutes of September 8, 2023, are approved as copied and circulated.

5. **DECLARATIONS OF PECUNIARY INTEREST**

If any member of the Board has a pecuniary interest, they may declare the nature thereof now or at any time during the meeting.

6. **PUBLIC QUESTION PERIOD**

7. **DEPUTATIONS AND PRESENTATIONS**

8. **TREASURY**

8.1 **Approval of Accounts**

Draft Motion: THAT the accounts as presented in the amount of \$26,048.99 are ordered paid.

8.2 **Benefits Survey Questions for Firefighters**

Draft Motion: THAT the report from the Treasurer, Benefits for Rosemont Fire Department Volunteer Firefighters, dated September 12, 2023, be received

AND THAT the Board direct the Secretary to conduct a confidential survey of existing firefighters to assess interest in additional health care benefits

AND FURTHER THAT the results be brought back to the Board for review.

8.3 Draft Wage Administration Policy

Draft Motion: THAT the Board approve the Wage Administration Policy.

8.4 2024 Draft Budget & Capital Forecast

Draft Motion: THAT the Board approve the 2024 budget as presented/amended.

9. ADMINISTRATION

9.1 Draft Abuse and Neglect Policy

Draft Motion: THAT the Board approve the Abuse and Neglect Policy.

9.2 COVID Policy

9.3 YTD Fire Call Summary

9.4 Fire Chief General Update

10. INFORMATION

10.1 Communique Interpretation of s.6(3) of the Fire Protection and prevention Act

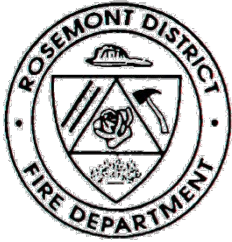
10.2 Dufferin County Report to Council Re: Fire Services

10.3 County wide Fire Protection Section from Service Delivery Review

11. ITEMS FOR FUTURE MEETINGS

12. ADJOURNMENT

Draft Motion: THAT the meeting adjourn at _____ to meet again at the call of the Chair.



MINUTES

**Rosemont District Fire Board
Friday, September 8, 2023 at 9:00 am**

Present: Elaine Capes-Chair-Town of Mono
Patricia Clark – Township of Mulmur
Melinda Davie – Town of Mono
Chris Armstrong - Deputy Fire Chief
Ronald O’Leary – Adjala-Tosorontio
Earl Hawkins - Township of Mulmur
Mike Blacklaws - Fire Chief
Heather Boston - Secretary-Treasurer

Absent: Julius Lachs–Vice Chair-Adjala-Tosorontio

1) **CALL TO ORDER**

The Chair called the meeting to order at 9:00 am.

2) **LAND ACKNOWLEDGEMENT**

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Anishinabewaki, Haudenosaunee, Petun peoples. We recognize and deeply appreciate their historic connection to this place, and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

3) **APPROVAL OF THE AGENDA**

Moved by: Davies/Clark

THAT the September 8, 2023 Rosemont Fire Board agenda be approved as circulated.

CARRIED.

4) **APPROVAL OF PREVIOUS MEETING MINUTES**

Moved by: Davies/Clark

THAT the minutes of June 5, 2023, be approved as copied and circulated.

CARRIED.

5) **DECLARATIONS OF PECUNIARY INTEREST**

Chair Capes stated that if any member of the Board has a pecuniary interest, they may declare the nature thereof now or at any time during the meeting.

6) **PUBLIC QUESTION PERIOD - NONE**

7) **DEPUTATIONS AND PRESENTATIONS - NONE**

8) **TREASURY**

a) **Approval of Accounts**

Moved by: Davies/O'Leary

THAT the accounts as presented in the amount of \$96,009.06 are ordered paid.
CARRIED.

b) **Comparative Income Statement Actual to Budget up to September 1, 2023**

c) **Benefits for Volunteer Firefighters**

- Discussed WSIB coverage that is at maximum and how that works.
- Discussed the costs and what coverage firefighters have.
- Discussed polling current firefighters to see if there is an interest in benefits and what kind of coverage they would like.
- The Board wants to know how many people want dental and how many people want medical.
- The Board could subsidize some of the cost of the benefit.
- Survey questions: what kind of coverage do they currently have?
- Would they be interested in 50% cost sharing?
- Follow up step for the future could be to obtain different plan options with costs.

Moved by: Clark/O'Leary

THAT the report from the Treasurer, Benefits for Rosemont Fire Department Volunteer Firefighters, dated September 12, 2023, be received;

AND THAT the Board direct the Secretary to create a draft survey for the Board's review.

CARRIED.

d) **2024 Proposed Salary Grid**

- Board would like percentage increase to be higher to allow for budget consideration.

Moved by: Davies/Clark

THAT the Board direct the Treasurer to add in a 4.5% salary cost of living increase for budget purposes to be reconsidered at the next meeting in conjunction with the budget.

CARRIED.

e) 2023 Surplus/Deficit

Moved by: O’Leary/Hawkins

THAT the Board approve the transfer of any 2023 operating surplus or deficit to Capital Reserve.

CARRIED.

9) ADMINISTRATION

a) 2024-2028 Dispatch Agreement with the City of Barrie

Moved by: Hawkins/O’Leary

THAT the Board approve the 2024-2028 Dispatch Agreement;
AND THAT the Board authorize the Treasurer and Fire Chief to sign and return the agreement to the City of Barrie.

CARRIED.

b) Draft Hiring Policy

Moved by: Hawkins/Davies

THAT the Board approve the Hiring Policy as amended as follows:

“In the case of an Incident Command Situation or at the discretion of the Fire Chief, this section of the policy, “Hiring of Relatives,” may not be enforced.”

CARRIED.

c) COVID Policy

- The Fire Chief is against the rescinding of the COVID-19 policy
- It was suggested that the Occupational Health and Safety requires a contagious disease policy. The Secretary will investigate it and report back to the Board.

Moved by: Davies/O'Leary

THAT the Board is going to update operation guideline 1307 to reflect Occupational Health and Safety requirements for infectious disease.
CARRIED.

d) Fire Chief General Update

- Four new recruits have completed training and are working on medical training.
- 100% of our firefighters are certified to meet all of the requirements needed to be implemented by 2026.

10) INFORMATION

a) A Day in the Life of a Rosemont Firefighter

b) Melancthon Motion to County Council

- Will be going to County Council September 14th
- The Secretary will attach an exert from County efficiency study to the next agenda.

11) CLOSED SESSION

a) Pumper Deficiencies

Moved by: Clark/Davies

THAT the Rosemont District Fire Board move into Closed Session pursuant to Section 239 (2) (e) of the *Municipal Act, 2001*, as amended at 10:53 a.m. for the following reasons: litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

CARRIED.

Moved by: O'Leary/Hawkins

THAT the Rosemont District Fire Board rise out of the closed session at 10:57 a.m. and return to open session without report.

CARRIED.

12) ADJOURNMENT

Moved by: Davies/O'Leary

THAT the meeting adjourn at 11:00 am to meet again October 20th at 9:00 am or at the call of the Chair.

CARRIED.

Approved by:

Chair

Secretary/Treasurer

DRAFT

ROSEMONT DISTRICT FIRE DEPARTMENT
Purchases Journal J447 to J512

				Account Number	Account Description	Debits	Credits
09-12-2023	J447	13844,	Sani Gear Inc				
				1018	HST Receivable	125.81	-
				5064	Protective Clothing Maintenance	1,139.66	-
				2002	Trade Accounts Payable	-	1,265.47
09-01-2023	J448	0000177468,	A.J. Stone Company Ltd				
				1018	HST Receivable	140.89	-
				5079	Equipment Supplies	1,276.13	-
				2002	Trade Accounts Payable	-	1,417.02
08-22-2023	J458	Internet bank,	07152023, Receiver General				
				2006	CPP Payable	266.34	-
				2007	EI Payable	86.61	-
				2009	Federal Income Tax Payable	322.51	-
				5005	EI Expense	121.25	-
				5007	CPP Expense	266.34	-
				1002	Bank - Chequing	-	1,063.05
08-15-2023	J459	Internet bank,	07292023, Peavey Mart				
				1018	HST Receivable	4.66	-
				5072	Vehicle maintenance	42.20	-
				1002	Bank - Chequing	-	46.86
08-10-2023	J460	Internet bank,	07212023, Hydro One Networks Inc.				
				1018	HST Receivable	28.67	-
				5092	Hydro	259.70	-
				1002	Bank - Chequing	-	288.37
08-30-2023	J461	Internet bank,	08132023, Bell Mobility Cellular				
				1018	HST Receivable	3.76	-

ROSEMONT DISTRICT FIRE DEPARTMENT
Purchases Journal J447 to J512

				<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
				5040	Telephone & Internet	34.08	-
				1002	Bank - Chequing	-	37.84
08-30-2023	J462	Internet bank,	08012023, Bell -Toronto				
				1018	HST Receivable	4.25	-
				5040	Telephone & Internet	38.52	-
				1002	Bank - Chequing	-	42.77
08-02-2023	J464	Internet bank,	07252023, Bell Canada - North York				
				1018	HST Receivable	11.56	-
				5040	Telephone & Internet	104.74	-
				1002	Bank - Chequing	-	116.30
08-02-2023	J466	Internet bank,	07252023-3417, Bell Canada - North York				
				1018	HST Receivable	15.61	-
				5040	Telephone & Internet	141.35	-
				1002	Bank - Chequing	-	156.96
08-29-2023	J467	08082023,	TD VISA				
				1018	HST Receivable	55.09	-
				5074	Vehicle Fuel & Oil Purchases	144.90	-
				5098	Building Maintenance	354.06	-
				2002	Trade Accounts Payable	-	554.05
10-01-2023	J476	6506,					
				5012	Firefighter Payroll Total:Officers	1,783.84	-
				1002	Bank - Chequing	-	1,492.02
				2006	CPP Payable	-	88.78
				2007	EI Payable	-	28.87
				2009	Federal Income Tax Payable	-	174.17

ROSEMONT DISTRICT FIRE DEPARTMENT
Purchases Journal J447 to J512

				<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
09-19-2023	J477	1014,	Exterior Dream Works				
				1018	HST Receivable	87.07	-
				5098	Building Maintenance	788.68	-
				2002	Trade Accounts Payable	-	875.75
09-19-2023	J478	974,	Exterior Dream Works				
				1018	HST Receivable	58.98	-
				5098	Building Maintenance	534.27	-
				2002	Trade Accounts Payable	-	593.25
09-19-2023	J479	982,	Exterior Dream Works				
				1018	HST Receivable	87.07	-
				5098	Building Maintenance	788.68	-
				2002	Trade Accounts Payable	-	875.75
10-11-2023	J483	WO-0004695112,	Commercial Truck Equipment Corp				
				1018	HST Receivable	59.34	-
				5072	Vehicle maintenance	537.45	-
				2002	Trade Accounts Payable	-	596.79
10-11-2023	J484	CI30007870,	Darch Fire - Ayr				
				1018	HST Receivable	67.41	-
				5066	Protective Gear Non-Capital	610.59	-
				2002	Trade Accounts Payable	-	678.00
10-11-2023	J485	3200015462,	City of Barrie				
				5056	Dispatch Fees	5,153.75	-
				2002	Trade Accounts Payable	-	5,153.75

ROSEMONT DISTRICT FIRE DEPARTMENT
Purchases Journal J447 to J512

				Account Number	Account Description	Debits	Credits
09-10-2023	J489	Internet bank,	08222023, Hydro One Networks Inc.				
				1018	HST Receivable	29.59	-
				5092	Hydro	267.98	-
				1002	Bank - Chequing	-	297.57
09-13-2023	J491	Internet bank,	09132023, Receiver General				
				5046	Bank charges	56.30	-
				1002	Bank - Chequing	-	56.30
09-07-2023	J492	Internet bank,	08252023, Bell Canada - North York				
				1018	HST Receivable	15.61	-
				5040	Telephone & Internet	141.35	-
				1002	Bank - Chequing	-	156.96
09-07-2023	J493	Internet bank,	08252023-778, Bell Canada - North York				
				1018	HST Receivable	11.56	-
				5040	Telephone & Internet	104.74	-
				1002	Bank - Chequing	-	116.30
09-01-2023	J494	Internet bank,	0041550, Township of Mulmur				
				5026	Municipal Administration Fees	2,500.00	-
				1002	Bank - Chequing	-	2,500.00
09-15-2023	J495	Internet bank,	09012023, Bell -Toronto				
				1018	HST Receivable	4.25	-
				5040	Telephone & Internet	38.52	-
				1002	Bank - Chequing	-	42.77
09-19-2023	J496	Internet bank,	0041632, Township of Mulmur				
				5026	Municipal Administration Fees	2,500.00	-

ROSEMONT DISTRICT FIRE DEPARTMENT
Purchases Journal J447 to J512

				<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
				1002	Bank - Chequing	-	2,500.00
09-20-2023	J497	Internet bank,	0293420P, Currie Heavy Towing				
				5072	Vehicle maintenance	405.66	-
				1002	Bank - Chequing	-	405.66
09-20-2023	J498	Internet bank,	09132023, Bell Mobility Cellular				
				1018	HST Receivable	3.77	-
				5040	Telephone & Internet	34.15	-
				1002	Bank - Chequing	-	37.92
09-26-2023	J499	Internet bank,	09052023, Peavey Mart				
				1018	HST Receivable	1.54	-
				5044	Office Supplies	13.98	-
				1002	Bank - Chequing	-	15.52
09-26-2023	J500	Internet bank,	09062023, Peavey Mart				
				1018	HST Receivable	5.00	-
				5079	Equipment Supplies	45.26	-
				1002	Bank - Chequing	-	50.26
09-26-2023	J501	Internet bank,	773606, Wayne Bird Fuels				
				1018	HST Receivable	171.08	-
				5074	Vehicle Fuel & Oil Purchases	1,549.68	-
				1002	Bank - Chequing	-	1,720.76
09-28-2023	J502	Internet bank,	09282023, WSIB				
				5006	Workers Compensation	1,978.35	-
				1002	Bank - Chequing	-	1,978.35

ROSEMONT DISTRICT FIRE DEPARTMENT
Purchases Journal J447 to J512

				<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
09-27-2023	J503	Internet bank,	09062023, TD VISA				
				5068	Training	293.80	-
				5098	Building Maintenance	99.44	-
				1002	Bank - Chequing	-	393.24
09-29-2023	J505	Internet bank,	09022023, Peavey Mart				
				1018	HST Receivable	11.51	-
				5079	Equipment Supplies	85.97	-
				5098	Building Maintenance	18.30	-
				1002	Bank - Chequing	-	115.78
09-29-2023	J506	Internet bank,	09202023, Peavey Mart				
				1018	HST Receivable	11.51	-
				5078	Equipment repairs	85.97	-
				5098	Building Maintenance	18.30	-
				1002	Bank - Chequing	-	115.78
						<u>26,048.99</u>	<u>26,048.99</u>

Generated On: 10/17/2023

Benefits Survey for Rosemont Firefighters.

The Rosemont Fire Department is currently exploring options to assist in the attraction and retention of volunteer firefighters. To assist the Board in their decision making, we ask that you complete this survey by _____, 2024.

HEALTH BENEFITS

1. Do you currently have health benefits? If yes, are they through work or paid for personally?
2. Would you be interested in obtaining health benefits through the fire department?
 - a. Yes, I want benefits.
 - b. No, I do not need them.
3. If you answered yes to question 2, would you be interested in:
Family Coverage
Individual Coverage
4. If you answered yes to question 2 what type of coverage would you be interested in?
 - a. Dental
 - b. Medical
 - c. Both
5. Would you still be interested in benefits through the fire department if you were responsible for paying for the benefits?

ANNUAL BONUS

6. Instead of health benefits, would you be interested in an annual bonus based on attendance at training and fire calls?

OTHER

7. Do you have any other suggestions to attract and retain firefighters?

1. Purpose

The purpose of this policy is to outline the wage administration process.

2. Policy Statement

The Rosemont District Fire Board is committed to providing a work environment where all individuals are treated in a fair and consistent manner as it relates to, among other items, the administration of pay. The Rosemont District Fire Board will maintain a wage administration policy that is internally equitable, externally competitive. The following policy provides a framework for an ongoing and renewable salary administration. It is intended to support and acknowledge the dignity and worth of each individual working with and for the Rosemont District Fire Board and to support retention of firefighters through a competitive compensation program.

3. Scope

All volunteer firefighters working for the Rosemont District Fire Board.

4. Procedures

Pay Grid

The pay grid is set by the Board and is based on years of service and position. Movement through the grid will occur based on the Chief's and/or Board's direction to the Treasurer.

Salary grids will be reviewed by the Board every 5 years to ensure it remains competitive.

Market Competitiveness

The pay grid will be adjusted annually without amendment to this policy, on the first day of January of each year, beginning with January 1, 2024, in accordance with the annual Consumer Price Index as posted by Statistic Canada for July of the prior year.

Acting Pay

- a) "Acting Pay" shall mean remuneration for the period of time that a firefighter actually performs the essential core duties of a higher job classification as authorized within this policy.
- b) A firefighter performing the essential core duties of a position in a higher job classification may be considered for Acting Pay.

- c) Movement into an Acting Pay position must be approved by the Board and Acting Pay shall be retroactive to the first day of work in the higher job classification.

Red Circled Incumbents

- a) Red circling occurs when an incumbent is in a position where the pay rate on the grid is less than the current pay of the incumbent. As a result, the pay of that person will be “red-circled”.
- b) In general, the pay of incumbents who are red-circled will be frozen with no pay grid movement or market adjustments, until such time as the pay “catches up” to the pay of the red-circled incumbent.

Rosemont District Fire Department								
2024 Budget								
Updated Oct 12, 2023								
		2022	2022	2023	2023	2024	Budget	
		YTD	Approved	YTD	Approved	Draft	Variance	Comments
		Actual	Budget	Actual	Budget	Budget		
OPERATING BUDGET								
Acct's	Municipal Operating Levies							% for 2024
4004	Township of Adjala-Tosorontio	65,218.66	65,218.65	68,304.30	68,304.30	70,378.85	2,075	21.82%
4006	Town of Mono	77,318.53	77,318.53	81,561.43	81,561.43	83,922.57	2,361	26.02%
4008	Township of Mulmur	154,573.81	154,573.82	163,205.27	163,205.27	168,282.58	5,077	52.17%
4010	Total Municipal Operating Levies	297,111.00	297,111.00	313,071.00	313,071.00	322,584.00	2,79%	
4024	Fire Calls MVC	32,605.00	27,000.00	6,892.25	27,000.00	25,000.00	-2,000	
4028	Interest	10,827.14	1,400.00	19,316.96	1,400.00	10,000.00	8,600	Truck replacement estimated Oct 2024
4029	Donations - Operating	429.00		-			0	
4032	Miscellaneous Income	65.00	0.00	-	0.00	0.00	0	report reprints, false alarms, inspections
4038	Government Funding	-		-			0	
	Total Misc Revenues	43,926.14	28,400.00	26,209.21	28,400.00	35,000.00		
4034	Previous Years Surplus/(Deficit)	2,200.00	0.00	2,200.00	0.00	0.00	0	
	Total Income	343,237.14	325,511.00	341,480.21	341,471.00	357,584.00	16,113	
	Expenses						0	
5004	Recognition - Firefighters	445.08	500.00	0.00	500.00	500.00	0	
5005	El Expense	344.73	500.00	357.41	500.00	500.00	0	
5006	Workers Compensation	4,339.89	8,900.00	3,217.59	8,900.00	8,900.00	0	
5007	CPP Expense	738.81	850.00	778.95	850.00	850.00	0	
5012	Officers Salary	35,247.87	38,643.00	24,966.51	39,802.00	44,214.00	4,412	
5014	Payroll - Hourly	107,340.12	125,000.00	51,012.93	125,000.00	130,625.00	5,625	adding wages for inspections, next year
5020	Total Firefighter Payroll Total	148,456.50	174,393.00	80,333.39	175,552.00	185,589.00	10,037	
5026	Municipal Admin Costs	9,000.00	9,000.00	5,000.00	10,000.00	10,000.00	0	
5028	Mileage	223.34	500.00	288.24	500.00	500.00	0	
5029	MTO Reports	266.00	600.00	140.00	400.00	300.00	-100	
5034	Fire Prevention	0.00	1,000.00	214.22	1,000.00	1,000.00	0	low due to COVID
5036	Public Education	0.00	1,000.00	228.97	1,000.00	1,000.00	0	
5038	Postage & Courier	103.88	200.00	136.58	200.00	225.00	25	
5040	Telephone & Internet	4,226.40	5,200.00	2,909.95	5,200.00	5,200.00	0	
5044	Office Supplies	1,987.38	2,200.00	2,397.66	2,200.00	2,700.00	500	
5046	Bank charges	96.48	100.00	29.00	100.00	100.00	0	
5048	Audit	2,442.24	2,443.00	0.00	2,544.00	2,645.00	101	
5050	Consulting	1,099.01	0.00	0.00	0.00	0.00	0	
5052	Insurance	28,955.90	42,000.00	28,757.15	44,000.00	36,000.00	-8,000	
5054	Legal Fees	3,556.91	0.00	0.00	0.00	0.00	0	
5056	Dispatch Fees	10,373.93	10,500.00	10,849.90	11,000.00	12,000.00	1,000	
5060	First Aid & Medical Supplies	5,002.29	5,000.00	1,437.14	5,000.00	5,000.00	0	
5062	Breathing apparatus maintenance	1,974.78	5,000.00	2,129.70	5,000.00	5,000.00	0	
5064	Protective Clothing Maintenance	1,420.15	3,200.00	4,098.93	4,000.00	4,000.00	0	
5066	Protective Gear Non-Capital	4,752.56	7,500.00	3,548.06	7,500.00	7,500.00	0	Boots, gloves and Helmets
5068	Training	1,394.79	8,000.00	33,005.30	15,000.00	16,400.00	1,400	\$8000 regular training + \$4200 x 2 per year if not used, tsfr into operating reserve.
5070	Radio repairs and supplies	0.00	1,000.00	1,022.25	1,000.00	1,200.00	200	
5072	Vehicle maintenance	17,961.18	10,500.00	6,428.64	13,000.00	13,000.00	0	
5074	Vehicle Fuel & Oil Purchases	8,982.62	5,500.00	3,582.33	6,500.00	9,000.00	2,500	
5076	Certifications & Medical Oversight	0.00	500.00	0.00	500.00	5,500.00	5,000	addition of medical oversight
5078	Equipment repairs	3,162.29	4,000.00	1,885.91	4,500.00	4,500.00	0	
5079	Equipment & Uniform Supplies	2,369.27	9,000.00	1,495.33	7,500.00	9,900.00	2,400	Hose/nozzles are capital
5080	Radio Licenses	1,664.04	1,650.00	1,777.26	1,750.00	2,000.00	250	
5082	Membership fees	375.00	525.00	475.00	525.00	525.00	0	
5084	Miscellaneous	234.00	500.00	525.71	500.00	600.00	100	
5092	Hydro	3,514.23	3,000.00	2,012.22	3,500.00	4,000.00	500	
5096	Propane	6,230.18	4,000.00	3,087.02	6,500.00	6,700.00	200	propane costs are way up
5098	Building Maintenance	4,782.54	7,500.00	3,681.33	5,500.00	5,500.00	0	
5120	Tsfr to Capital Reserves	66,429.25	0.00	0.00	0.00	0.00	0	

Updated Oct 12, 2023		2022	2022	2023	2023	2024	Budget	Comments
		YTD	Approved	YTD	Approved	Draft	Variance	
		Actual	Budget	Actual	Budget	Budget		
5126	Bad Debt Write-off	0.00	0.00	0.00	0.00	0.00	0	
	Total Operating Expense	192,580.64	151,118.00	121,143.80	165,919.00	171,995.00	6,076	
							0	
	Total Expense	341,037.14	325,511.00	201,477.19	341,471.00	357,584.00	16,113	4.72%
	Operating Cash Surplus/(Deficit)	2,200.00	0.00	140,003.02	0.00	0.00		
	CAPITAL BUDGET							
								% for 2024
4014	AdjalaTosorontio Special Levy	26,341.13	26,341.13	21,272.07	28,362.76	30,544.10	2,022	21.82%
4016	Mono Special Levy	31,228.15	31,228.14	25,400.76	33,867.67	36,422.02	2,640	26.02%
4018	Mulmur Special Levy	62,430.73	62,430.73	50,827.17	67,769.57	73,033.88	5,339	52.17%
4022	Total Capital Levy	120,000.01	120,000.00	97,500.00	130,000.00	140,000.00	10,000	7.69%
4030	Capital Donations (Firefighter Assoc.)	0.00	0.00	0.00	0.00	0.00	0	
4042	Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00	0	
4036	Transfer in from Reserves	20,291.47	74,000.00	72,435.39	622,500.00	622,500.00	548,500	
4038	Government Funding	-	-	-	-	-	0	
	Total Capital Revenue	140,291.48	194,000.00	169,935.39	752,500.00	762,500.00	558,500	
	Capital Expenses							
5104	Capital Radios & Pagers	4,857.25	5,000.00	0.00	5,000.00	5,000.00	0	
5106	Capital Protective Gear & Equipment	15,434.22	12,000.00	0.00	17,500.00	17,500.00	5,500	bunker gear \$3500 x 5/yr
5110	Capital purchases: Misc	0.00	57,000.00	53,494.88	0.00	0.00	-57,000	Compressor not delivered until 2023
5118	Large Truck Purchase	0.00	0.00	18,940.51	600,000.00	600,000.00	600,000	Tanker
5120	Tsfr to Capital Reserve	120,000.01	120,000.00	97,500.00	130,000.00	140,000.00	10,000	
5122	Total Capital	140,291.48	194,000.00	169,935.39	752,500.00	762,500.00	558,500	
	Net Capital Surplus/Deficit	0.00	0.00	0.00	0.00	0.00	0	
	Capital Continuity	2022	2023	2024				
	Opening Reserve Balance	498,060	664,198	819,262				
	Capital Levy Additions	120,000	130,000	120,000				
	Surplus Tsfrd to Capital Reserves	66,429	97,500	66,429				
	Sale of Equipment or Donations							
	Less Capital purchases	(20,292)	(72,435)	(20,292)				
	Ending Reserve Balance	664,198	819,262	985,400				

**Rosemont District Fire Board
Twenty Year Capital Plan
2023**

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Opening Balance	664,198	714,698	174,403	238,568	318,446	409,640	63,050	179,647	310,475	456,655	(388,970)
<u>Transfers In</u>											
Budgeted Contributions	130,000	140,000	150,500	161,788	173,922	186,966	200,988	216,062	232,267	249,687	268,413
Sale or Donations											
Transfer from Surplus											
<u>Transfers Out</u>											
Capital Expenditures	(79,500)	(80,295)	(81,098)	(81,909)	(82,728)	(83,555)	(84,391)	(85,235)	(86,087)	(86,948)	(87,817)
Firehall building											
2012 Pierce Sabre Pumper [Squad 31]										(1,008,363)	
2019 Freightliner [Pumper One]											
2002 International [Tank One]		(600,000)									
2019 Polaris [Ranger One] c/w tracks											
2008 International [Rescue One]						(450,000)					
2019 Trailer											
Massey-Ferguson 35 Tractor/Equip.			(5,238)								
	714,698	174,403	238,568	318,446	409,640	63,050	179,647	310,475	456,655	(388,970)	(208,374)

1. Purpose

The purpose of this policy is to:

- a) To maintain an environment that is free from discrimination, harassment, or abuse
- b) To identify the behaviours that are unacceptable
- c) To establish a mechanism for receiving complaints
- d) To establish a procedure to deal with complaints

2. Policy Statement

The Rosemont District Fire Department (the “Department”) is dedicated to providing a workplace and service environment that is conducive to creating a climate of mutual respect that fosters equality and inclusion, reinforces opportunity, and allows for each person to contribute fully to the development and wellbeing of the Department.

It is the policy of the Department to take all reasonable steps to provide its firefighters, regardless of firefighter status, officials, appointees, students, and volunteers with a work and service environment that is free of any form of discrimination, harassment, or abuse and that respects the dignity, self-worth and human rights of every individual in accordance with the Ontario Human Rights Code and any other applicable legislation.

The Department is committed to providing a workplace that is free from violence, discrimination, harassment, and abuse. The Department will not tolerate any action or failure to act that results in violence, harassment or discrimination or a violation of the human rights of any firefighter.

3. Scope

This policy applies to all firefighters of the Department, regardless of firefighter status, officials, appointees, volunteers and the general public.

4. Definitions

- **Physical Abuse** is defined as but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.

- **Sexual Abuse** is defined as but not limited to any unwanted touching, fondling, observations for sexual gratification, any penetration or attempted penetration with a penis, digital or object of the vagina or anus, verbal or written propositions or innuendos, exhibitionism or exploitation for profit including pornography.
- **Emotional Abuse** is defined as but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.
- **Verbal Abuse** is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.
- **Psychological Abuse** is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation, and insensitivity to race, sexual preference, or family dynamics.
- **Neglect** is defined as but not limited to any behaviour that leads to a failure to provide services which are necessary such as withdrawing basic necessities as forms of punishment, failing to assess and respond to changes in health status and refusing or withdrawing physical or emotional support.
- **Harassment** is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behaviour was unwelcome.
- **Discrimination** is defined as the unequal treatment of a person on the basis of a prohibited ground. Under the *Ontario Human Rights Code*, prohibited grounds include: race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy, breastfeeding, gender identity and gender expression), sexual orientation, age, marital status (including same-sex partnership), family status, disability (including perceived or past) and record of offences for which a pardon has been granted and has not been revoked or an offence in respect of any provincial enactment. In general, discrimination is an act or practice that intentionally or unintentionally causes a type of disadvantage prohibited by the provisions of the *Ontario Human Rights Code*.

Examples of discrimination may include, but are not limited to:

- Refusal to work with, or differential treatment of a person on the basis of the prohibited

grounds.

- Decisions of recruitment, promotion, pay increases or employment practices based in whole or in part on one or more of the prohibited grounds.

5. Governing Legislation

This policy is in line with the following legislation.

- Human Rights Code, RSO 1990, c H.19
- Criminal Code, RSC 1985, c C-46

6. Abuse Reporting Procedures

Any firefighter, volunteer, visitor or independent contractor must report suspected abuse to either the Fire Chief, Deputy Chief, or a Captain either verbally or in writing.

Organization

It is the responsibility of the Fire Board to:

- Take responsible, preventative measures to protect firefighters and others in the Department's workplaces, from workplace discrimination and harassment.
- Ensure that all firefighters receive a copy of this policy.
- Establish a process for reporting and responding to incidents of workplace discrimination, harassment, and abuse.
- Ensure the process for reporting and responding to incidents of workplace discrimination, harassment, and abuse is communicated, maintained, and followed.
- Ensure that this policy is reviewed at least annually.

Chief, Deputy Chief and Captains

It is the responsibility of Chief, Deputy Chief and Captains to:

- Understand and abide by the requirements of this policy.
- Communicate and review this policy with the firefighters they supervise or manage.
- Adequately train firefighters in Department procedures that address the workplace harassment and abuse risk(s) applicable to the firefighter.
- Encourage firefighters to report complaints or incidents or workplace discrimination, harassment and/or abuse.
- Respond to all complaints or incidents of workplace discrimination, harassment, and abuse in a professional manner appropriate in the circumstances.
- Promptly report all complaints or incidents of workplace discrimination, harassment or

abuse they receive or witness to the Chief or Secretary/Treasurer of the Board or designate.

All Firefighters

It is the responsibility of all Firefighters of the Department to:

- Comply with this policy at all times to protect themselves and others in the workplace from workplace discrimination, harassment, and abuse.
- Immediately notify their supervisor or other designated person of any incident or workplace discrimination, harassment, or abuse whether the notifying firefighter is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person, the firefighter should contact the police.
- Participate in training regarding this policy and Department procedures directed at workplace harassment and abuse risks in the workplace.
- Fully cooperate in any investigation of complaints of workplace discrimination, harassment, abuse or breaches of this policy.

7. Resolutions, Reporting and Investigation Procedures

Informal Resolution

If a firefighter is either directly affected by, or has witnessed discrimination, harassment, or abuse in the workplace, they are encouraged to speak to the person directly, and let them know that their behaviour is unwelcome, and ask for it to stop.

As an alternative, and informal mediation can be arranged with both firefighters. The Chief, Deputy or Captain or designate will assist the firefighters to discuss the incident and their concerns and come to an agreed upon outcome. Participation in mediation is voluntary and either party can withdraw at any time.

Should the above approaches be ineffective, and/or the behaviour continues, it should be reported.

Reporting

Firefighters can at any time report incidents of workplace harassment or reprisal to the Chief, Deputy Chief or Captains.

All complaints and incidents are to be recorded in writing by the reporting person/firefighter, the supervisor or manager receiving the report and the Chief. The date, time, location, potential witnesses and nature of the incident should be documented.

If the incident involves a person who is not a firefighter of the Department, a member of the Management team will report the incident to that person's employer and /or such other person as the Department determines is appropriate in the circumstances.

Investigation

All complaints or incidents or workplace harassment or reprisal will be promptly investigated. Where the respondent is a department firefighter, the investigation will be conducted as quickly and confidentially as possible in the circumstances. Every effort will be made to protect the privacy of the individuals involved in an investigation and to ensure that Complainants and Respondents are treated fairly and respectfully. Information about the alleged incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.

In all cases, firefighters are encouraged to report their concerns internally to their supervisor, provided he/she is not the alleged Respondent, in which case concerns should be reported to the Chief or Secretary/Treasurer of the Board. However, if a complaint is regarding the conduct of senior management, and firefighters are uncomfortable or unable to report it internally, the complaint may be reported to an outside party such as the Ministry of Labour. Nothing in this policy prevents or discourages a firefighter from filing an application with the Human Rights Tribunal of Ontario on a matter related to the Ontario *Human Rights Code*. A firefighter also retains the right to exercise any other legal avenues that may be available.

If the Complainant decides not to lay a formal complaint, the Department has a legal obligation to conduct an investigation which is reasonable in the circumstances and will file such documents with the person against whom the complaint is laid (the Respondent).

At the discretion of the Chief and/or Secretary/Treasurer or Board, the Department may obtain outside assistance and/or legal counsel.

The investigation will include:

- A documented interview with the Complainant and/or victim.
- A documented interview with the alleged Respondent(s).
- A documented interview with any witnesses with relevant information.
- Any other step the investigator(s) deems necessary to fully and fairly investigate the complaint or incident.
- At the conclusion of the investigation, the Chief will prepare a written report of the findings.
- Where the Respondent is a department firefighter, their supervisor, in consultation with

Chief and/or Secretary/Treasurer or the Board will take any necessary corrective action warranted in the circumstances

- Where the Complainant is a department firefighter and is found to have brought forward a complaint in bad faith, their supervisor, in consultation with Chief and/or Secretary/Treasurer or the Board, will take any necessary disciplinary action. Such discipline is not a reprisal or breach of this policy.
- The severity of any disciplinary action, which may include dismissal from employment, will be consistent with the seriousness of the conduct at issue, such that more significant discipline will follow more serious conduct or repeated violations of this policy.
- Upon completion of the investigation, the Department will advise in writing the Complainant and Respondent, if the Respondent is a firefighter, of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation

No Reprisal

This policy prohibits reprisals against firefighters who have made complaints in good faith and without malice or provided information regarding a complaint or incident of workplace discrimination or harassment.

Firefighters who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.

Reprisal includes

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace discrimination, harassment, or abuse.
- Intentionally pressuring a person to ignore or not report an incident or workplace discrimination, harassment, or abuse; and
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace discrimination, harassment, or abuse.

8. Acknowledgement

I acknowledge that I have received and read the abuse policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the rules contained in this policy and to report any incidents of abuse as set forth in this policy.

Date _____

Signature of Firefighter/Volunteer _____

Signature of Person Representing the Entity _____
(Fire Chief or Designate)

ROSEMONT DISTRICT FIRE DEPARTMENT

OPERATIONAL GUIDELINE # 13.07

SECTION: ADMINISTRATION

SUBJECT: COVID 19 VACCINE POLICY

PURPOSE:

The purpose of the COVID-19 Vaccination Policy is to provide a guideline pertaining to the expectations and requirements that the Rosemont District Fire Department (RDFD) has of its members with respect to COVID-19 vaccinations.

SCOPE:

This guideline applies to all members of the RDFD. For the duration of the Covid-19 pandemic public health emergency response, new RDFD members will be required to be fully vaccinated against COVID-19 as a condition of being hired by the RDFD, subject to limited exceptions in accordance with the Ontario Human Rights Code (OHRC). The RDFD also reserves the right to amend this policy as the RDFD determines to be appropriate or required.

GUIDELINE:

As always, the RDFD is committed to providing a safe working environment and taking every precaution reasonable in the circumstances for the protection of our members, from the hazard of COVID-19. The RDFD has a legal duty under the Occupational Health and Safety Act (OHSA), to take every reasonable precaution to protect workplace health and safety, including hazards posed by infectious disease such as COVID-19 and its associated variants.

The RDFD considers vaccinations to be fundamental to the protection of individuals and the community, and to be consistent with the best available public health advice for prevention of the spread of COVID-19 and its variants. This policy recognizes that those who are unvaccinated or partially vaccinated pose a significantly increased risk of becoming seriously ill from COVID-19 and spreading the SARS-CoV-2 virus to others. The aim of this policy is to encourage all members of the RDFD to become fully vaccinated in alignment with Public Health recommendations and subject to limited exceptions in accordance with the Human Rights Code (Ontario).

RELATED DOCUMENTS:

DATE: December 2, 2021

REVISED:

PAGE: 1 of 6

ROSEMONT DISTRICT FIRE DEPARTMENT

OPERATIONAL GUIDELINE #13.07

SECTION: ADMINISTRATION

SUBJECT: COVID 19 VACCINE POLICY

DEFINITIONS:

Fully Vaccinated

An individual is defined as “Fully Vaccinated” once 14 days have passed after receiving their second dose of two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series that is approved by Health Canada. This definition may be further broadened to include any additional doses of COVID-19 vaccinations recommended by Health Canada.

Officers are expected to:

- lead by example
- provide proof of their COVID-19 Vaccination status and meet all other requirements outlined in this policy; and,
- create and foster a work environment free from harassment and disrespectful behaviour, as outlined in RDFD’s Workplace Violence and Harassment Prevention Policy

Firefighters are expected to:

- follow all health and safety policies and guidelines
- provide proof of their COVID-19 Vaccination status and meet the requirements outlined in this policy
- foster a work environment free from harassment and disrespectful behaviour, as outlined in RDFD’s Workplace Violence and Harassment Prevention Policy

RELATED DOCUMENTS:

DATE: December 2, 2021

REVISED:

PAGE: 2 of 6

ROSEMONT DISTRICT FIRE DEPARTMENT

OPERATIONAL GUIDELINE #13.07

SECTION: ADMINISTRATION

SUBJECT: COVID 19 VACCINE POLICY

Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all RDFD members are expected and encouraged to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls.

This will include screening, wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self monitoring of potential COVID-19 symptoms when at work or otherwise engaged in RDFD business. Self monitoring and conditions or restrictions imposed by the Government of Canada must be strictly followed by any member returning to Canada.

Confidentiality

The information collected under this policy will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols and infection and prevention control measures in the workplace, in accordance with applicable privacy legislation.

Request for Exemption under the Ontario Human Rights Code

A current member of the RDFD may submit a written request for an exemption under the OHRC. The request must include an explanation of the grounds and/or supporting documentation to assist in the determination of exemption. Exemption request and any related accommodation provisions under the OHRC will be reviewed with the member in consultation with a third-party human resources firm. The RDFD will work with the individual to determine whether and how they may be accommodated, as required, in accordance with the OHRC. Without limitation, such measures may include changes to work assignments, as well as regular rapid antigen testing.

<u>RELATED DOCUMENTS:</u>		
<u>DATE:</u> December 2, 2021	<u>REVISED:</u>	<u>PAGE:</u> 3 of 6

ROSEMONT DISTRICT FIRE DEPARTMENT

OPERATIONAL GUIDELINE #13.07

SECTION: ADMINISTRATION

SUBJECT: COVID 19 VACCINE POLICY

Vaccine Education Requirements

Every member who has chosen not to be vaccinated or to disclose their vaccination status, will be required to actively participate in a mandatory vaccine training session(s) outlining:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccinations against COVID-19;
- Risk of not being vaccinated against COVID-19;
- Possible side effects of COVID-19 vaccinations.

Rapid Antigen Testing

RDFD members must participate in regular rapid antigen testing , as determined by the RDFD, and confirm completion of testing and forward test results to the Chief or designate until such time as they are considered fully vaccinated, if any of the following condition apply:

1. The individual has not received a complete COVID-19 vaccine series, or it has not been 14 days since their final dose of a complete COVID-19 vaccine series; or
2. The individual has not met requirements related to additional dose(s) as may be determined by Health Canada or the Ontario Ministry of Health; or
3. The individual has not disclosed their vaccination status as required; or
4. The individual has not provided proof of vaccination as required; or
5. The individual requires an exemption from vaccination requirements in accordance with the OHRC, provided that all necessary documentation is submitted and kept updated to substantiate the exemption. Testing frequency will be at 3 day intervals. The RDFD will provide rapid antigen tests at no cost to an individual who in accordance with the conditions noted above, is exempt from vaccination.

RELATED DOCUMENTS:

DATE: December 2, 2021

REVISED:

PAGE: 4 of 6

ROSEMONT DISTRICT FIRE DEPARTMENT

OPERATIONAL GUIDELINE #13.07

SECTION: ADMINISTRATION

SUBJECT: COVID 19 VACCINE POLICY

The provision by the RDFD of antigen test without cost to exempt individuals is conditional on access to such test at no cost to the RDFD. Should conditions change, requiring the RDFD to purchase rapid antigen test at a cost, exempt individuals will be notified by the Fire Chief. In such case, the Fire Chief will negotiate the recovery of cost from exempt individuals.

Should an individual test positive on an antigen test, they are required to remain out of the workplace, not respond to emergency calls, notify the Fire Chief, complete a PCR test and follow the directions of Public Health until they are able return to the workplace based on Public Health guidance. An individual who is cleared by public health authorities to return to service will notify and request permission from the Fire Chief to do so. The Fire Chief reserves the right to accept or reject a request to return to serve.

The RDFD otherwise reserves the right to require rapid antigen testing of any member at any time.

Non-Compliance with this Policy

Any member who fails to comply with this policy (i.e. who refuse to disclose their vaccination status, complete required education or who refuse to undergo rapid antigen testing) will be subject to disciplinary action up to and including suspension of duties. In addition, knowingly providing falsified documentation or test results will result in immediate termination from the RDFD. In addition, the Fire Chief will alert appropriate authorities.

RELATED DOCUMENTS:		
DATE: December 2, 2021	REVISED:	PAGE: 5 of 6

ROSEMONT DISTRICT FIRE DEPARTMENT

OPERATIONAL GUIDELINE #13.07

SECTION: ADMINISTRATION

SUBJECT: COVID 19 VACCINE POLICY

Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The RDFD will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context to ensure that it continues to optimally protect the health and safety of those in the public that we serve. To that end, and in consultation with Wellington-Dufferin-Guelph Public Health and occupational health and safety resources, the RDFD will continue to assess other available workplace risk mitigation measures. If it is determined that changes to precautions are necessary and/or appropriate, the RDFD management may decide to remove existing measures and/or deploy new measures (including at an individual level) to protect our members, contractors, elected officials and the public that we serve from the effects of COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted members.

Duration

This Operational Guideline shall remain in effect until such time where the Fire Chief is satisfied that competent public health authorities have confirmed the end of the COVID-19 pandemic public health emergency response.

<u>RELATED DOCUMENTS:</u>		
<u>DATE:</u> December 2, 2021	<u>REVISED:</u>	<u>PAGE:</u> 6 of 6

Incident #	Date	Mun.	Call Type	Time of Alarm	1 st Unit respond	1 st FF on scene	1 st Vehicle on scene	Call Termin	# of FF respd.	Notes
2023-001	01/10/23	Mono	Mutual Aid	14:45	14:56	15:11	15:11	19:54	4	Mutual Aid tanker request to assist Orangeville Fire with large structure fire.
2023-002	01/10/23	Mulmur	MVC	17:57	18:04	18:10	18:03	18:10	7	Vehicle struck deer, RDFD checked for injuries.
2023-003	01/13/23	Mulmur	Fire Alarm	23:08	23:11	23:14	23:14	23:33	11	Monitored fire alarm activated, RDFD investigated, no cause found. Left in care of staff on site.
2023-004	01/21/23	Shelburn	Mutual Aid	04:26	04:40	05:25	05:25	07:06	11	Mutual aid pumper and staff to assist SDFD with structure fire.
2023-005	01/21/23	Mulmur	Medical	06:01	06:07	06:09	06:15	06:34	7	Medical assist, possible heart attack. RDFD provided care and assisted Amb#2272.
2023-006	02/01/23	Adj/Tos	Mutual Aid	14:20	14:27	14:45	14:45	15:29	6	Mutual aid tanker request to assist Adj/Tos Stn 2 with structure fire.
2023-007	02/02.23	Adj/Tos	MVC	15:52	15:55	16:02	16:02	16:53	8	Single vehicle off of roadway and struck hydro pole. RDFD assessed driver and controlled traffic at request of OPP due to hazardous conditions.
2023-008	02/02/23	Mulmur	Medical	22:46	22:55	23:04	23:04	23:06	10	Reported as patient in seizure. RDFD cleared upon arrival by Amb#2272.
2023-009	02/07/23	Mulmur	Medical	03:14	03:23	03:24	03:33	04:03	12	Patient with possible heart condition, RDFD assessed.

Incident #	Date	Mun.	Call Type	Time of Alarm	1 st Unit respond	1 st FF on scene	1 st Vehicle on scene	Call Termin	# of FF respd.	Notes
2023-010	02/11/23	Mulmur	Medical	10:57	10:58	11:02	11:02	11:31	7	Patient with difficulty breathing, RDFD assessed, provided care and assisted Amb#2271 with preparation for transport.
2023-011	02/12/23	Mulmur	Mutual Aid	15:04	15:07	15:12	15:12	19:11	10	Mutual aid tanker request to assist SDFD with structure fire.
2023-012	02/13/23	Mulmur	Medical	18:40	18:44	18:49	18:49	19:11	10	Patient with difficulty breathing, RDFD assessed and assisted Amb#2272 with transport.
2023-013	02/13/23	Mulmur	Medical	19:43	19:45	19:51	19:51	20:23	9	Reported as person fell down stairs and VSA, RDFD assessed and provided care. Assisted Amb#2272 with medical care and moving patient out of basement, transport to ASMH.
2030-014	02/16/23	Adj/Tos	Check	18:02	18:07	18:09	18:09	18:24	9	Reported as smoke coming from 2 nd floor window, RDFD investigated, no problem found.
2023-015	02/17/23	Mono	MVC	21:58	22:07	22:06	22:10	22:34	12	Vehicle struck deer, RDFD assessed driver and controlled traffic at request of OPP.
2023-016	02/18/23	Mono	MVC	12:26	12:30	12:37	12:37	13:11	9	Vehicle off of roadway, reported as 5 people injured and extrication required. Call actually in Caledon Fire area, RDFD assisted until cleared from scene.

Incident #	Date	Mun.	Call Type	Time of Alarm	1 st Unit respond	1 st FF on scene	1 st Vehicle on scene	Call Termin	# of FF respd.	Notes
2023-017	02/21/23	Adj/Tos	Mutual Aid	08:15	08:20	08:35	08:35	08:45	8	Mutual Aid assist for chimney fire in Adj/Tos Stn 2 area.
2023-018	02/23/23	Mono	Fire Alarm	23:52	00:02	00:03	00:05	00:26	10	Monitored fire alarm activation, RDFD investigated and found no cause for the alarm.
2023-019	02/25/23	Mulmur	MVC	13:45	13:54	13:46	14:00	14:10	10	2 vehicle MVC. RDFD assessed occupants of both vehicles and controlled traffic.
2023-020	02/28/23	Mulmur	MVC	08:57	08:59	09:05	09:05	09:43	6	2 vehicle MVC, RDFD assessed and provided care to driver, serious injuries, Controlled traffic due to both lanes blocked.
2023-021	03/02/23	Mulmur	MVC	16:10	16:13	16:17	16:17	17:30	8	School bus struck bridge and entered ditch, 4 children treated for minor injuries and transported to ASMH.
2023-022	03/03/23	Mulmur	Check Call	09:10	09:12	09:15	09:15	09:18	9	Reported as strong smell of gas or propane, RDFD investigated and found cause to be large tanker truck delivering gasoline to Shell Gas station.
2023-023	03/05/23	Mulmur	Fire	10:44	n/a	n/a	n/a	10:46	0	Call generated for RDFD by BFES but determined to be in SDFD area prior to dispatching RDFD. Call forwarded to SDFD dispatch centre. See incident # 2030-024.

Incident #	Date	Mun.	Call Type	Time of Alarm	1 st Unit respond	1 st FF on scene	1 st Vehicle on scene	Call Termin	# of FF respd.	Notes
2023-024	03/05/23	Mulmur	Fire	11:36	11:42	12:00	12:00	13:59	10	Mutual aid assist with tanker and manpower to structure fire in portion of Mulmur covered by SDFD. Tanker 1 and Pump 1 responded.
2023-025	03/18/23	Mono	Fire Alarm	15:45	15:52	15:50	16:04	16:06	13	Monitored fire alarm accidentally activated.
2023-026	03/24/23	Mulmur	Fire Alarm	03:53	03:57	03:58	03:59	04:15	10	Monitored fire alarm accidentally activated by snow groomer.
2023-027	03/25/23	Adj/Tos	Fire Alarm	18:44	18:52	18:53	19:01	19:08	12	Monitored fire alarm accidentally activated.
2023-028	03/29/23	Adj/Tos	Medical	11:28	11:30	11:38	11:38	12:02	4	Patient difficulty breathing, RDFD assessed and provided care, assisted EMS#3540.
2023-029	03/31/23	Mulmur	MVC	14:54	14:56	15:00	15:07	15:31	8	Stolen vehicle rolled over in ditch, driver fled on foot, apprehended by OPP. No medical aid required.
2023-030	04/06/23	Mono	Mutual Aid	12:27	12:48	12:54	12:54	13:33	8	Mutual aid assist to Mono Cliffs Park to help remove patient.
2023-031	04/06/23	Mulmur	Medical	16:55	16:58	17:01	17:01	17:32	9	Driver suffered medical emergency (VSA) while driving, went off of road. RDFD provided basic life support and assisted EMS#2268.
2023-032	04/11/23	Adj/Tos	Fire Alarm	08:28	08:39	08:38	08:43	09:11	7	Monitored fire alarm activated. RDFD investigated. No cause.

Incident #	Date	Mun.	Call Type	Time of Alarm	1 st Unit respond	1 st FF on scene	1 st Vehicle on scene	Call Termin	# of FF respd.	Notes
2023-033	04/12/23	Mulmur	MVC	06:11	06:14	06:19	06:19	07:21	8	2 vehicle head on collision, minor injuries. RDFD assessed both drivers, controlled hazards and traffic control.
2023-034	04/12/23	Mulmur	Fire	15:20	15:21	15:29	15:29	21:03	14	Large grass and bush fire, started on property on Airport Road, spread all the way to 7 th Line EHS, Mutual aid received from Adj/Tos Stn 1 and 2.
2023-035	04/13/23	Mulmur	Fire	16:06	16:16	16:21	16:21	20:26	11	Mutual aid assist to Shelburne Fire for large grass fire. Pumper 1, and Ranger responded.
2023-036	04/13/23	Mulmur	Fire	16:53	16:56	17:04	17:04	20:27	2	Tanker 1 responded.
2023-037	04/16/23	Mulmur	Fire	11:10	11:19	11:14	11:28	19:36	11	Large grass/brush fire, Adj/Tos and MMFD assisted.
2023-038	04/18/23	Mulmur	Medical	11:37	11:45	11:46	11:55	12:07	8	Patient difficulty breathing, RDFD assessed and provided care.
2023-039	04/19/23	Mulmur	Hazard	11:34	11:41	11:40	11:47	12:07	8	Vehicle struck object on the road and punctured fuel tank.
2023-040	04/19/23	Adj/Tos	MVC	16:41	n/a	16:46	n/a	16:57	6	School bus struck by golf cart, RDFD investigated, no injuries.
2023-041	04/23/23	Mulmur	MVC	09:34	09:46	09:41	09:48	10:07	6	Vehicle struct wild turkey, turkey entered vehicle through windshield. Minor injures.
2023-042	05/15/23	Adj/Tos	Fire	10:24	10:34	10:33	10:39	12:11	7	Hydro pole on fire, RDFD extinguished fire.

Incident #	Date	Mun.	Call Type	Time of Alarm	1 st Unit respond	1 st FF on scene	1 st Vehicle on scene	Call Termin	# of FF respd.	Notes
2023-043	05/15/23	Adj/Tos	Mutual Aid	14:04	14:14	14:23	14:23	16:11	6	Assist Adj/Tos with grass/bush fire. Pumper 1 and Ranger responded.
2023-044	05/16/23	Adj/Tos	Medical	09:27	09:29	09:34	09:34	09:58	6	Patient with chest pains, RDFD assessed and provided care.
2023-045	05/18/23	Mulmur	Medical	20:12	20:18	20:18	20:18	20:23	14	Child with difficulty breathing, RDFD assessed and provided care.
2023-046	05/21/23	Mulmur	MVC	18:50	18:53	18:57	19:01	19:28	13	3 vehicle MVC involving motorcycle, RDFD assessed all involved and provided care. Assisted EMS with prepping patient for transport.
2023-047	05/22/23	Mulmur	Medical	11:27	11:29	11:31	11:31	11:59	10	Patient short of breath, recent heart surgery. RDFD assessed and provided care.
2023-048	05/23/23	Mulmur	Medical	07:42	07:45	07:48	07:48	18:15	7	Patient had fainted, RDFD assessed and provided care.
2023-049	05/25/23	Adj/Tos	Medical	05:10	05:22	05:21	05:22	05:28	4	RDFD assessed patient and cleared by EMS#3508.
2023-050	05/30/23	SDFD	Mutual Aid	07:10	07:17	07:40	07:40	09:23	5	Mutual Aid assist to Shelburne to help with structure fire.
2023-051	06/03/23	Mulmur	Fire	14:04	n/a	14:10	n/a	14:16	8	Reported as smoke visible in the area of County Rd 18 and 10 Sideroad. RDFD investigated and nothing found.
2023-052	06/07/23	Mulmur	Medical	10:47	10:53	10:56	10:57	11:24	6	Patient short of breath.

Incident #	Date	Mun.	Call Type	Time of Alarm	1 st Unit respond	1 st FF on scene	1 st Vehicle on scene	Call Termin	# of FF respd.	Notes
2023-053	06/07/23	Adj/Tos	Medical	15:15	15:23	15:24	15:28	15:57	6	Reported as patient had fallen. Found patient VSA, initiated CPR and Defib, assisted EMS
2023-054	06/07/23	Adj/Tos	Medical	17:06	17:17	17:15	17:20	17:23	6	Patient short of breath, cleared upon arrival of EMS#3333
2023-055	06/08/23	Mono	Medical	16:14	16:23	16:23	16:25	16:42	8	Patient short of breath, RDFD assessed and provided care, cleared by EMS.
2023-056	06/09/23	Mulmur	Medical	08:53	09:01	09:03	09:03	09:37	9	Patient short of breath, RDFD assessed and provided care.
2023-057	06/13/23	Mono	Fire Alarm	14:33	14:41	14:40	14:45	14:49	5	Accidental fire alarm activation, RDFD investigated.
2023-058	06/14/23	Mono	Medical	11:16	11:24	11:25	11:30	11:51	7	Patient short of breath, RDFD assessed and provided care.
2023-059	06/21/23	Mono	MVC	01:33	01:44	01:42	01:50	02:08	7	Vehicle roll over, RDFD assessed and provided care and scene safety.
2023-060	06/22/23	Adj/Tos	Veicle Fire	16:20	16:28	16:30	16:31	17:08	8	Vehicle fire totally involved, extinguished by RDFD.
2023-061	06/28/23	Mulmur	Grass Fire	15:06	15:16	15:13	15:24	15:35	7	Small grass fire along roadway extinguished by RDFD.
2023-062	07/01/23	Adj/Tos	MVC	18:57	19:06	19:09	19:09	20:18	5	2 vehicle MVC, RDFD assessed occupants/treated and provided scene safety.
2023-063	07/05/23	Adj/Tos	MVC	18:12	18:24	18:29	18:29	18:33	7	Initiated by I-phone that detected a crash or fall, nothing found, call terminated.

Incident #	Date	Mun.	Call Type	Time of Alarm	1 st Unit respond	1 st FF on scene	1 st Vehicle on scene	Call Termin	# of FF respd.	Notes
2023-064	07/06/23	Mulmur	Medical	11:14	11:23	11:31	11:31	12:02	4	Patient in vehicle, difficulty breathing, RDFD assessed and provided care.
2023-065	07/16/23	Mulmur	Medical	16:00	16:07	16:10	16:19	16:32	5	Patient stung by wasp, severe reactions, RDFD provided care.
2023-066	07/22/23	Mono	Medical	18:38	18:48	n/a	n/a	18:38	7	RDFD cancelled prior to leaving station.
2023-067	07/26/23	Mulmur	Public Assist	18:09	18:10	18:13	18:13	18:21	6	Water pipe separated under sink, homeowner in wheel chair and unable to shut off water.
2023-068	07/30/23	Mono	Medical	09:44	09:52	09:54	09:54	10:20	7	Patient short of breath, RDFD assessed and assisted EMS with care and preparation for transport to Headwaters.
2023-069	07/30/23	Mono	Mutual Aid	14:42	14:52	15:01	15:01	15:01	8	Request for Ranger to assist with bringing injured motor cyclist from forested area to ambulance.
2023-070	07/30/23	Mulmur	Fire	22:23	22:32	22:30	22:38	23:32	14	Vehicle fire, extinguished by RDFD.
2023-071	08/02/23	Adj/Tos	Burn Comp.	10:58	11:05	11:07	11:15	11:26	6	Large burn in field, RDFD investigated, active burn permit.
2023-072	08/02/23	Mulmur	Medical	20:30	20:37	20:42	20:42	20:47	8	Reported as unconscious patient, Conscious upon arrival, RDFD cleared by EMS.
2023-073	08/06/23	Mulmur	Medical	10:40	10:42	10:46	10:46	11:14	6	Patient semi-conscious, RDFD assessed and provided care, assisted EMS.

Incident #	Date	Mun.	Call Type	Time of Alarm	1 st Unit respond	1 st FF on scene	1 st Vehicle on scene	Call Termin	# of FF respd.	Notes
2023-074	08/09/23	Mono	Medical	17:52	18:06	18:01	18:12	18:41	5	Patient VSA, RDFD provided assessed and assisted EMS with BLS.
2023-075	08/11/23	Adj/Tos	Medical	11:47	11:54	11:56	11:56	12:12	5	Patient feeling faint, RDFD assessed and assisted EMS.
2023-076	08/18/23	Adj/Tos	Medical	10:11	10:19	10:18	10:27	10:37	8	Patient short of breath, RDFD assessed and provided care.
2023-077	08/19/23	Mulmur	Medical	17:00	17:03	n/a	n/a	17:04	7	RDFD cancelled from call by EMS, not required.
2023-078	08/22/23	Mono	Vehicle Fire	12:40	12:47	12:45	12:50	13:18	7	Vehicle fire fully involved upon arrival of SQ31. Extinguished by RDFD.
2023-079	09/04/23	Adj/Tos	Fire Alarm	17:02	17:14	17:17	17:17	17:18	8	Cooking activated alarm, RDFD investigated.
2023-080	09/09/23	Mono	Medical	10:44	10:48	10:49	10:49	11:09	12	Reported VSA, RDFD responded and initiated CPR and Defib protocols.
2023-081	09/15/23	Adj/Tos	Fire	17:12	17:19	n/a	n/a	17:37	13	Reported as possible structure fire, RDFD investigated, nothing found.
2023-082	09/15/23	Mulmur	MVC	17:15	17:15	17:16	17:16	17:31	11	3 vehicle MVC, RDFD investigated, minor injuries.
2023-083	09/15/23	Adj/Tos	Mutual Aid	17:36	17:36	17:37	17:37	18:03	11	Mutual aid assist for large control burn in AdjTos Stn 1 area.
2023-084	09/21/23	Mono	Mutual Aid	08:32	n/a	n/a	n/a	08:32	6	Mutual Aid MVC, cancelled prior to leaving hall.

Incident #	Date	Mun.	Call Type	Time of Alarm	1 st Unit respond	1 st FF on scene	1 st Vehicle on scene	Call Termin	# of FF respd.	Notes
2023-085	09/22/23	Mono	Medical	09:49	09:53	09:58	09:58	10:08	6	Patient short of breath, RDFD assessed and provided care.
2023-086	09/23/23	Mono	Fire Alarm	15:28	15:38	15:35	15:41	15:53	6	Fire alarm activation, RDFD investigated no cause found.
2023-087	09/24/23	Mulmur	Medical	15:21	15:23	15:28	15:28	15:34	15	Patient short of breath, RDFD assessed and provided care.
2023-088	09/25/23	Mulmur	Mutual Aid	12:27	12:34	12:39	12:39	13:10	8	Mutual Aid MVC, RDFD assisted with scene safety and power isolation to both vehicles.
2023-089	09/27/23	Adj/Tos	Fire	18:36	18:39	18:43	18:45	19:44	10	Hay baler on fire, operator attempted to extinguish with potable extinguisher, RDFD completed extinguishment and overhaul.
2023-090	10/01/23	Mulmur	MVC	06:26	06:31	06:32	06:32	06:44	9	MVC, single vehicle into guardrail, RDFD 307 on scene cancelled apparatus before they left the hall.
2023-091	10/01/23	Adj/Tos	Medical	19:47	19:55	19:57	19:57	20:19	8	Patient short of breath, RDFD assessed and provided care.
2023-092	10/02/23	Mono	Fire	12:58	13:05	13:05	13:05	13:50	4	Fire in Combine, operator attempted to extinguish with portable fire extinguisher(s), RDFD completed extinguishment and overhaul.
2023-093	10/04/23	Mono	Fire Alarm	07:55	08:08	08:03	08:11	08:31	4	Fire alarm activated, RDFD investigated, no cause found.

Incident #	Date	Mun.	Call Type	Time of Alarm	1 st Unit respond	1 st FF on scene	1 st Vehicle on scene	Call Termin	# of FF respd.	Notes
2023-094	10/07/23	Adj/Tos	Medical	18:42	18:49	18:52	18:52	18:59	6	Patient with chest pains, RDFD assessed and provided care until cleared by EMS#3580
2023-095	10/08/23	Adj/Tos	Medical	19:49	19:56	n/a	n/a	20:03	8	Reported as patient with allergic reaction, determined that patient was actually in Adj/Tos Stn#1 area and RDFD cleared from call.
2023-096	10/10/23	Mono	MVC	15:18	15:23	15:24	15:29	16:29	9	2 vehicle collision, one occupant required extrication from vehicle.
2023-097	10/12/23	New Tec	Mutual Aid	15:45	15:53	16:11	16:11	16:29	6	Mutual Aid request to assist New Tec Fire with structure fire. Tanker 1 attended.
2023-098	10/12/23	Mulmur	Medical	18:57	19:00	19:07	19:07	19:22	16	Patient short of breath, RDFD assessed and provided care. Assisted EMS#2270 with preparation for transport.



COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL
BUREAU DU COMMISSAIRE DES INCENDIES

September 6, 2023

No. 2023-09

Interpretation of s. 6(3) of the *Fire Protection and Prevention Act*

The Office of the Fire Marshal (OFM) has received a number of enquiries from the fire service about fire chiefs' roles and responsibilities with respect to reporting to municipal council. In light of these enquiries, the Fire Marshal has determined that it is appropriate to provide an interpretation of Section 6(3) of the [Fire Protection and Prevention Act, 1997](#) (FPPA).

Section 6(1) of the FPPA stipulates that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities shall appoint a fire chief for the fire department.

Section 6(3) of the FPPA then specifies the relationship between the fire chief and council as follows:

Responsibility to council

6(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

While a municipality may choose to have the fire chief report through an administrative organizational structure, the fire chief remains accountable directly and individually to council for all aspects of fire safety and the delivery of fire protection services within the municipality.

It is also important that any consideration of these matters be risk-based, as communities are required under [O. Reg. 378/18: Community Risk Assessments](#) to use their community risk assessments to inform decisions about the provision of fire protection services by no later than July 1, 2024.

If you have any questions, please speak with your Fire Protection Adviser.



A community that grows together

Report To: Warden Mills and Members of County Council

Meeting Date: September 14, 2023

Subject: Fire Protection and Prevention Services Study

From: Sonya Pritchard, Chief Administrative Officer

Recommendation

THAT the report from the Chief Administrative Officer, dated September 14, 2023, regarding a fire protection and prevention services study, be received.

Executive Summary

At the direction of Council, staff were tasked with preparing a report on the process of engaging subject matter experts to support a study on fire protection and prevention services with the goal of identifying options and recommendations for the most appropriate provision of fire prevention and protection services across Dufferin County.

Fire services were previously reviewed in 2020 during the Service Delivery Review of Shared Services. Information and recommendations from that report could be used as a starting point for a study focusing on alternatives for fire operations and governance and implementation.

Background & Discussion

Section 2(1) of the Fire Protection and Prevention Act, SO 1997 obligates every municipality to (a) establish a program which must include public education with respect to fire safety and certain components of fire prevention; and (b) provide such other fire services as the municipality determines may be necessary in accordance with its needs and circumstances.

Councils of the Dufferin municipalities entered into agreements with other municipalities for the joint management and operation of fire departments and for the establishment of joint boards of management under the authority of Paragraph 5, Section 208 of the *Municipal Act, RSO 1980, C302*. Since that time, there have been several legislative updates to both the Municipal Act and the Fire Protection and Prevention Act, and conditions around the provision of fire services has changed dramatically.

Each of the joint fire service boards serving the municipalities within Dufferin County have been facing the increased challenges that come with a rapidly growing population, greater public scrutiny, climate change, increasing costs, decreasing provincial support, personnel recruitment and retention, equitable service provision, inconsistencies in basic equipment and out-dated communications technology. These challenges have been examined in other municipalities and the fire service board model has been found to no longer be an effective or an appropriate governance model.

Fires Services was included in the Service Delivery Review (SDR) [Part A – Shared Services](#) completed by Optimus SBR in 2020. The review looked at several shared services including fire and made recommendations around governance, cost efficiency, and capacity and competency. The final report provided the following recommendations:

- *Explore alternative structures/governance mechanisms for Fire Departments currently governed by Fire Boards*
 - *Explore the dissolution of current Fire Boards of Management and transfer the Fire Departments to a Member Municipality to reduce risk and increase efficiencies.*
- *Establish a regional Fire Chiefs Association*
 - *Establish a formal mechanism for Fire Departments to share asset management plans, discuss upcoming procurement needs, and identify opportunities for group purchases (for potential cost savings, and to ensure ongoing compatibility of equipment across Fire Departments). In order to find efficiencies and opportunities for joint procurement of significant assets, it is recommended that Fire Chiefs across Dufferin develop an Association for collaboration.*
- *Improve reporting and performance measurement.*
 - *It is recommended that reporting of fire services related performance be recorded for all fire departments and reported to the appropriate governing body.*

These recommendations are consistent with those coming from other jurisdictions who have undertaken similar studies of their respective fire services' delivery models.

Given the work completed to date, a subsequent study would not require a current state review but could focus on detailing options and an implementation plan for alternate structure and governance mechanisms. Although the County currently has no responsibility for fire services, the study could be coordinated by the County with input from each municipality. Another option would be to have one of the local municipalities lead and coordinate such a review. An RFP to procure the services of a subject matter expert would be required under either option.

Financial, Staffing, Legal, or IT Considerations

Based on reviews in other areas and taking the previous work completed the cost is estimated to \$50,000-\$75,000.

There are various legislative issues to be reviewed and legal advice will be required to interpret and ensure compliance with current legislation.

In Support of Strategic Plan Priorities and Objectives

County Strategic Plan 2023-2026 specifically identifies exploring identified opportunities within the Service Delivery Review Report to achieving the goal to improve governance and service delivery.

Community - support community well-being and safety through collaboration and partnerships,

Governance - identify opportunities to improve governance and service delivery.

Equity – align programs, services, and infrastructure with changing community needs.

Respectfully Submitted By:
Sonya Pritchard
Chief Administrative Officer

Prepared by: Steve Murphy, Manager – Preparedness, 911 & Corporate Projects

Reviewed by: Sonya Pritchard, Chief Administrative Officer

8. Fire Services

The responsibilities of local municipal Councils for the delivery of fire protection services are included in The Fire Protection and Prevention Act (1997) (“FPPA”). At a high level, the services provided by fire departments include public safety and prevention, providing fire suppression and conducting inspections to enforce the Fire Code. Across the County, Fire Services are provided by eight different Fire Departments, including three fire departments from outside of Dufferin County. The objective of the review was to streamline governance and accountability structures in order to reduce risks and find efficiencies within fire services.

In order to achieve that there are three recommendations proposed below:

- 9. Explore alternative structures/governance mechanisms for Fire Departments currently governed by Fire Boards
- 10. Establish a regional Fire Chiefs Association
- 11. Improve reporting and performance measurement. These recommendations are detailed further below, and align to the following Service Delivery Review Framework focus areas:
 - Governance (Boards), Accountability, Roles and Responsibilities
 - Capacity and Competencies

Recommendation 9: Explore alternative structures/governance mechanisms for Fire Departments currently governed by Fire Boards.

Explore the dissolution of current Fire Boards of Management and transfer the Fire Departments to a Member Municipality to reduce risk and increase efficiencies.

CURRENT STATE CHALLENGES

- Governance structures that create operational risk management concerns for some Fire Boards of Management, resulting in uncertainty among Municipal staff leadership regarding adherence to policies and procedures, despite Fire Boards being covered under Municipal insurance policies.
- A lack of direct involvement by municipal staff in the discussions of Fire Boards.
- The Fire Boards have not implemented a Board Skills Matrix to identify required Board Member Skills sets to ensure the board has the best composition of skills and expertise possible to oversee a Fire Department.
- There is no formally documented training or orientation provided to new Board Members to orient them to the operations of the Fire Board/Fire Department.
- Limited training or orientation provided to Board Members regarding the municipal legislative requirements involved in providing fire services, and technical requirements of service delivery
- At least two of the Fire Boards operate under the insurance policy of one of the participating member municipalities, which is viewed as a risk by CAOs as they have no direct authority to ensure compliance with policies and procedures.

- There does not appear to be any formal approach to a coordinated approach to procurement or asset planning across the Fire Departments.
- Fire Chiefs overall felt that the scope of their portfolio was significant, in particular for part-time resources. They noted that additional help in ensuring that procurement guidelines, IT requirements, and Human Resources policies were followed and budgeting and financial management support would be welcome.
- While Joint Board of Management agreements identify board Secretary and Treasury support provided by the municipality to the Fire Board, they do not account for other support/skills that are required for effective operations of a municipal department such as IT and IT security, Procurement, HR, etc.
- Municipal staff expressed some concerns regarding the workload associated with the Secretary-Treasurer role on the Fire Board.

PROPOSED RECOMMENDATION

It is recommended that Councils explore the dissolution of all or a subset of Fire Boards of Management that would end Fire Board Agreements and transfer Fire Department assets/function to a Municipality to operate as a municipal department. Given the technical complexity, regulatory requirements, and potentially large liabilities associated with delivering the service, board arrangements are a challenging governance structure with which to operate fire services. The recommendations below pertain to the following fire departments:

- Grand Valley and District Fire Department
- Mulmur-Melancthon Fire Department
- Rosemont District Fire Department
- Shelburne and District Fire Department

Establishing fire services as a municipal department allows the critical role of providing emergency services to residents to be brought into the municipal structure. The dissolution of fire boards would result in the development of a fee-for-service fire agreement between the municipalities that house the Fire Department, and those that are contracting services from them. The revised agreement would be for a period of 5 years, with options included to extend for another 5 years. This provides an opportunity to reassess the costs associated with delivery of this service. Closest hall response would continue to be provided, and the agreement will include language to that effect. Mutual aid agreements may also continue without a need to be changed.

For future consideration it is recommended that Fire Departments review the distribution of fire assets and departments to see if there are opportunities for consolidation recognizing that Orangeville has a largely urban population, Shelburne has a growing urban population, and the remaining Member Municipalities are largely rural. Through this review, consolidation if it occurs may allow for service levels to change to fit rural needs where possible. In addition, a review of assets would provide an opportunity to better understand where any investments in any additional fire halls would be most appropriate to best provide fire services to Dufferin residents.

When discussed with key stakeholders, which included municipal leadership, Fire Chiefs and board chairs, there were varying levels of support to pursue a change in governance. The comments have been summarized below:

- Grand Valley and District Fire Department: Stakeholders were not in favour of dissolution, and noted concerns that dissolving the fire board would result in a lack of input into fire services for those municipalities that were contracting services, and were not in favour of dissolution.
- Mulmur-Melancthon Fire Department: Stakeholders were not in favour of dissolution and believed that bringing fire services into the municipality would overload the municipality. They also indicated that the board was able to manage costs effectively due to their understanding of fire services, and that operations were running without any concerns.
- Rosemont District Fire Department: Stakeholders were not in favour of dissolution, indicating that this board had multiple education sessions throughout the year in order to ensure that board members had insights into operational concerns. They also indicated that the Secretary/Treasurer role provides a link to municipal HR, Finance and other resources informally.
- Shelburne and District Fire Department: Board Chair and Fire chief consultations indicated support to explore dissolving the fire board with a desire to create a revised contractual agreement that has currently been in place since 1991. It was noted that there was a considerable scope to manage fire operations, which includes HR, IT, Procurement, and other corporate services in addition to fire suppression, enforcing the Fire Code and fire prevention activities. Stakeholders felt that having the Fire Department within the municipal structure would allow for efficiencies.

A representative from Ontario's Office of the Fire Marshal and Emergency Management was also engaged as part of this review. Key themes from that discussion include:

- Decisions on how fire services are provided are ultimately the discretion of Municipal Councils. The OFMEM emphasizes the importance of their 'three lines of defense': Fire Prevention (building codes and inspections); Education; and Suppression. Municipalities must provide public education on fire safety and components of fire prevention. Other service levels, including suppression, are to be provided in accordance with the "needs and circumstances" of the municipality.
- Municipalities should have establishing by-laws that clearly outline what services are provided across a municipality, and how they are to be provided. This should align to the three lines of defense referenced above.
- Municipalities will be required by 2024 to complete Community Risk Assessments. The work contained in completing these should inform council on the risks within a community and plans to address these.
- The OFMEM is not in a position to comment specifically on Fire Boards.

Across the fire boards, the determination of fire service levels was discussed as a key area of input. It was noted that the fire board arrangement allows all municipalities to have input into and

vote on the level of service they deemed appropriate for the particular area – for example whether emergency medical response, automobile extrication or water/ice rescue were to be included as fire services. It was discussed with stakeholders that if fire boards were to be dissolved, that contracted fire services would involve a determination of fire service levels at the outset of discussions. These would then be included in a contract (similar to a fire board agreement), however, the recommended term for contracted services would be 5 years. It was also discussed that differentiated service levels for contracting municipalities may be possible, as dispatch could funnel the requests based on the level of service provided to the appropriate covering fire hall.

It was also discussed that currently any decisions of the fire board require ratification by the board and every municipality involved. With fire services being provided by a municipal department, the effort placed into administration and budget processes would be streamlined while providing the same level of services.

Concerns regarding policies and procedures that mitigate risks for fire services would remain with the current governance structures, as Fire Department staff are not expected to have expertise in managing human resources, policy development, financial and budgetary reporting or data collection for performance management. In addition, many of the Fire Chiefs are fulfilling this role as part-time staff with a mandate that is fitting a full-time role.

IMPLEMENTATION CONSIDERATIONS

There are resourcing impacts associated with a change in governance structure and establishing a municipal department, as it would require that there is a higher degree of involvement from the municipal CAO. They would be supported however by the Fire Chief, who would advise on operational requirements of taking on fire services. For municipal CAOs taking on this department, as well as for those municipalities that choose to maintain the current governance structure, it is strongly recommended that there is a concentrated effort by staff and elected officials to ensure that those responsible for oversight of fire services (staff or board members) are prepared for their roles appropriately. The Office of the Fire Marshall (OFM) also provides courses for education fire boards on key issues, and recommend that all members of Council, CAOs and the fire board members educate themselves on the responsibilities under the FPPA. The “OFM Essentials Course” is available and can be requested from staff throughout the year.

In particular for boards, it is recommended that the Secretary/Treasurer with the support of Fire Chiefs, do the following:

- Conduct a review of the competencies of Board Members based on skills and backgrounds (i.e., finance, HR, legal, emergency services)
- Establish Board onboarding / orientation material for Board Members and develop a Board Skills Matrix to document skills and expertise needs of the Board composition
- Conduct a formal review of Fire Department policies and procedures (starting with Procurement and HR policies) to ensure compliance with all regulations. Share updated policies with participating Municipalities. Implement processes to ensure fire chiefs have access to this professional skills/expertise for ongoing operations.

- Establish clear bylaws that fully articulate the fire services activities offered by each Municipality and the method for delivery. This should include specific reference to fire prevention, education, and suppression activities.
- When completing the Community Risk Profile required under FPPA by 2024, Member Municipalities still participating in Fire Boards should use this opportunity to again re-evaluate this matter, to ensure that the fire services received continue to meet the (report missing wording)

It should be noted that residents would see no change in services if fire boards were to be dissolved, as changing the fire board does not result in changes to operations or service levels.

FINANCIAL IMPLICATIONS

Financial implications related to changes in governance structure are anticipated to include one-time legal costs where boards have been dissolved and for new contractual arrangements.

There are no significant ongoing/long-term financial implications of this recommendation as it relates to how fire services are governed. At the time of dissolution, there would be costs associated with determining asset valuation for the fire halls and other physical assets.

It should be noted that capital costs for the fire hall would become the responsibility of the municipal department, and not that of the municipalities who were to contract services and would be factored into the fee for service cost structure. The fee-for-service agreement should also recognize that administrative costs will lessen over the span of the contract as the effort by the Secretary/Treasurer and other administrative costs is reduced and this effort would be disseminated to the appropriate corporate services departments.

SUMMARY OF BENEFITS

- Improve transparency and oversight of Fire Department operations for municipal leadership, as it relates to human resources, budget and compliance with procurement.
- Improved reporting relationship that promotes a higher level of understanding of board responsibilities under the FPPA and enhances professional insights into operations.
- Leverage procurement savings, and benefit from an economies of scale in the day to day operation and management of fire services from being embedded within the municipal organization.
- A well-negotiated fee-for-service agreement would result in better financial control of the fire department, as well as for contracting municipalities
- Become aligned to good governance and operational practices by ensuring access to ensuring access to skills and expertise required to administer modern Municipal departments.

Recommendation 10: Establish a regional Fire Chiefs Association

Establish a formal mechanism for Fire Departments to share asset management plans, discuss upcoming procurement needs, and identify opportunities for group purchases (for potential cost savings, and to ensure ongoing compatibility of equipment across Fire Departments). In order to find efficiencies and opportunities for joint procurement of significant assets, it is recommended that Fire Chiefs across Dufferin develop an Association for collaboration.

CURRENT STATE CHALLENGES

- There does not appear to be any formal approach to a coordinated approach to procurement or asset planning across the Fire Departments.
- Municipal staff stakeholders do not have full confidence that procurement guidelines are always followed; procurement summaries do not appear to be developed/shared with municipal staff.

PROPOSED RECOMMENDATION

Creating a formal mechanism that would allow the Fire Chiefs to collaborate with on another on important procurement, policy and investment related decisions allows Dufferin residents to receive efficient and standardized emergency services across the County. An association of the Fire Chiefs of each Fire department within Dufferin be established, to meet quarterly. This would include the Fire Chiefs for:

- Grand Valley and District Fire Department
- Mulmur-Melancthon Fire Department
- Orangeville Fire Division
- Rosemont District Fire
- Shelburne and District Fire Department

The Association would discuss opportunities for joint procurement, or standardization of services, as well as best practices related to:

- Training of voluntary fire fighters • Procurement related decisions on fire trucks, radio equipment, and other significant assets
- Determine where investments are required with a holistic view of the Dufferin County County of Dufferin Service Delivery Review

FINANCIAL IMPLICATIONS

There are no financial implications to this recommendation, however this does require minimal time from staff or volunteer fire chiefs. This may however reduce the need for ad hoc discussions and meetings among fire chiefs if regularly scheduled meetings can be used to facilitate discussion.

SUMMARY OF BENEFITS

- Savings realized due to joint procurement.
- Sharing of best practices regarding policies and procedures.

- Efficacy of training and potential for increasing productivity of firefighters (scheduling, etc.) through sharing of resources.

Recommendation 11: Improve reporting and performance measurement

It is recommended that reporting of fire services related performance be recorded for all fire departments and reported to the appropriate governing body.

CURRENT STATE CHALLENGES

- Fire Boards do not appear to be reporting aggregate performance levels to Fire Boards, CAOs, or the Public. Reporting requirements are not included in Fire Board agreements, only Rosemont Fire Department's annual report appears to be available online.
- Performance targets / service levels are not clearly documented or included in Fire Board agreements.
- At this time, it is unknown how the service level (e.g. response times) may vary across the County.

PROPOSED RECOMMENDATION

To improve operations through informed decision making and to increase transparency of the Fire Departments' operations, it is recommended that a formal process for annual reporting be established. This would depend on the governance structure of the Fire Department, whether it's a fire board or a municipal department, however fire department staff would be responsible for collecting the data, analyzing the information and presenting it in a consumable format.

In order to report performance, each fire department must establish and commit to service/performance targets for Fire Services so that variations in service delivery across the County can be identified, and improvement targets identified. The metrics must be linked to the overall goals of the department. For example, the goals could include:

- Providing a timely response for fire services through a trained, skilled and efficient team; County of Dufferin Service Delivery Review
- Reducing injury, loss of life or property damage;
- Providing public education programs and other prevention services to ensure public safety; and,
- Confirm to government acts, regulations, and municipal by-laws and policies.

In order to develop the key metrics, it is recommended that fire departments do the following⁴:

- Develop an inventory of current key performance indicators (such as response times);
- Identify gaps in performance indicators and determine data sets required to evaluate those indicators;
- Determine which information is essential for management and oversight bodies to know to effectively manage the operation;
- Ensure that the performance indicators selected align to the goals of the fire department;

- Develop the performance indicators by compiling the appropriate data sets; • Determine the frequency of collection for each performance indicator;
- Develop a worksheet to gather performance indicators and outcomes;
- Test the performance indicators for a period of 3-6 months;
- Update as necessary;
- Provide the report on a quarterly or annual basis to the oversight function for the fire department (fire board or municipal Council) and ensure that the documents are publicly available.

4 2017. Measuring what Matters: Performance Measurement in Local Governments. University of Fraser Valley.

IMPLEMENTATION CONSIDERATIONS

Several Fire Chiefs noted that the IT system in use for fire operations was a niche software and support was provided through the particular service provider. Consultation with the IT service provider to understand the data gathering capacities of the software as well as any built in reporting functionality would be beneficial. Where real-time performance monitoring is available that should be captured, possibly with the support of an IT professional or software support help desk.

It is suggested that the Fire Chiefs Association be leveraged for this exercise, as the Fire Chiefs could more efficiently work towards developing metrics and reporting collectively. Note that Rosemont department currently publishes some performance reporting on service levels already and understanding the process used here would be beneficial across fire departments.

FINANCIAL IMPLICATIONS

The expected financial impacts of this recommendation are relatively low. Whether completed in-house or through an external consultant, the development of indicators may cost approximately \$25,000. Beyond the initial planning and indicator development phase, during which staff's time will be required, there are no major cost drivers expected for this recommendation.

SUMMARY OF BENEFITS

- Data and metrics to support evidence-based decision making for fire operations.
- Increased transparency for the public on the operations of fire services.