



# ONTARIO ASSOCIATION OF FIRE CHIEFS

*Leading innovation and excellence in public and life safety*

---

February 5, 2024

Director Andrea DeJong  
Deputy Chief  
St. Catharines Fire Services

## **RE: 2024 Mandate Letter**

Dear Director DeJong,

Thank you for your commitment to serving as an Ontario Association of Fire Chiefs (O AFC) Director. The O AFC plays an important role in ensuring firefighter and public safety, and your dedication and willingness to do more will leave an enduring legacy on the Ontario Fire Service.

The purpose of this letter is to outline the O AFC's priorities and expectations for the upcoming year, and to provide an open, transparent and formal mandate to you for the 2024 term specific to your areas of designated responsibility.

For the 2024 term, the O AFC has the following priorities that Directors are tasked with supporting and achieving:

- Improving member engagement & communication, including re-imaging the Provincial Advisory Committees and how to engage and represent members from all fire departments.
- Ensuring the continued success of O AFC events, and modernizing the Conference and Trade Show to ensure that it provides value to all members.
- Re-evaluating and improving member services and Chief Officer support, including completion of a "Chief Officer 101" program and implementation of a Chief Officer Peer Support Program.
- Strengthening our government relations & advocacy, including hosting another Queens Park Advocacy Day, having an increased presence at the AMO conference, maintaining regular engagement with key Ministries and providing all members with government relations speaking points to ensure consistent messaging.
- Ensuring effective business operations for the O AFC & OFAI, including ensuring staff are supported, diversification of revenue, and improvements to the Candidate Testing Services program.
- Conducting a comprehensive governance review, including constitution, code of conduct, election process and resolution process; and ensure adherence to the Ontario Not for Profit Corporations Act (ONCA).

For the 2024 term, in addition to your role as a Director, I am appointing you as the Board Chair of the Fire Prevention & Public Education Committee, as the Board Alternate of the Communications Committee, as a member of the Sprinkler Working Group, Next Generation 911 Working Group, Next Generation 911 Interagency Advisory Panel (IAP), Public Safety Broadband Network (PSBN) Working Group and Public Safety Radio Network (PSRN) Working Group and as a liaison with the Ontario Municipal Fire Prevention Officers Association (OMFPOA) and Ontario Association of Fire Educators (OAFE).



# ONTARIO ASSOCIATION OF FIRE CHIEFS

*Leading innovation and excellence in public and life safety*

My expectations, as it relates to the oversight of the Fire Prevention & Public Education Committee, is as follows:

- The Fire Prevention & Public Education Committee will meet quarterly (at minimum) with at least one in person meeting at the AGM
- Those meetings will be scheduled in advance for 2024 so that attendees have them locked into their calendars
- As the Board Chair, you are responsible for preparing the agenda and distributing it at least one week in advance of the meeting
- As the Board Chair, you are responsible for preparing meeting minutes and distributing them at least four weeks following the meeting
- In addition to these meetings, you shall maintain regular dialogue with the Fire Prevention & Public Education Committee members, ensuring the OAFChiefs remains aware of emerging issues and offers support to members as quickly and effectively as possible

In addition to the Fire Prevention & Public Education Committee expectations, I ask that you be the Board Alternate for the Communications Committee and assist the Board Chair with meeting their mandate, as well as replacing them as required.

Specific to your role as our representative on the Sprinkler, Next Generation 911, PSBN and PSRN Working Groups, the OAFChiefs wishes you to continue this important work and ensure that the fire service is considered in all matters related to these groups and that information is communicated back to our members on a timely basis.

Specific to your role as a Liaison to the Ontario Municipal Fire Prevention Officers Association (OMFPOA) and the Ontario Association of Fire Educators (OAFE), these relationships and partnerships are key to our success and as a liaison, our expectation is that you maintain an open line of communication and engage these groups as required.

On behalf of the Ontario Association of Fire Chiefs, thank you for your contributions to making the Ontario Fire Service better and safer.

Yours truly,

A handwritten signature in black ink, appearing to read 'Rob Grimwood'.

Deputy Chief Rob Grimwood  
President

cc: Jeremy Parkin, Vice President  
Mark MacDonald, Executive Director