*The Ontario Association of Fire Chiefs mission is to lead innovation and excellence in public and life safety. Our vision is to inspire and influence a safer Ontario.*

*DEI vision: That every fire department in Ontario is equitable, inclusive, and reflects the*

*diversity of the community they serve.*

Thursday, February 9, 2023, 10:00 a.m.

**ZOOM Meeting**

<https://us06web.zoom.us/j/89030190388?pwd=cXE5bWl0VGlLODVlbzZXN0dYSEdYZz09>

Meeting ID: 890 3019 0388

Passcode: 363196

**Attendees:** Jeremy Parkin, Todd Aitken, Kalpana Rajgopalan, Burt Lamoureux, Ashley Russell-Taylor, Ravjot Chhatwal, and Karthik Swaminathan

**Regrets:** Jeremy Inglis, Nick Ruller, Vanessa Devolin, Normand Beauchamp, and Melanie Jones

**Minute Taker:** Karthik Swaminathan

1. **Welcome – Committee Chair**
* Committee Chair Parkin welcomed the Committee and thanked everyone for attending.
* The Committee and the Chair shared positive feedback about the recently concluded Labour Relations Seminar and discussed takeaways.
1. **Agenda Additions**
* As there were no pre-meeting agenda items, Committee Chair Parkin wanted to address three points, viz:
	+ Review minutes from the last five meetings
	+ Review Terms of Reference documentation and suggest changes
	+ Review toolkit and set up annual goals
1. **Review of Previous Meeting Minutes**
	1. June 9, 2022 – No quorum
	2. November 1, 2022 – No quorum
	3. November 23, 2022 (AGM)
	4. December 8, 2022 – No quorum
	5. January 19, 2023 – No quorum
2. **Declaration of Conflict of Interests**
* None
1. **Toolkit Program Checklist**
* Deputy Lamoureaux shared his progress with the toolkit.
* Committee Chair Parkin invited everyone to share their feedback before the next meeting.

**Action Item:** Committee members to share feedback on the toolkit.

* The Committee discussed how best to present the idea of the toolkit to all fire departments.
* Deputy Chhatwal shared some initiatives taken by Brampton Fire & Emergency Services prior to and after COVID-19.
* Committee Chair Parkin requested Chief Chhatwal to share any helpful documentation.

**Action Item:** Chief Chhatwal to share documentation with the Committee.

* Committee Chair Parkin offered to check with Deputy DeJong regarding public education material.

**Action Item:** Committee Chair Parkin to check with Deputy DeJong regarding public education material and share the same with the Committee.

**Action Item Update:** Deputy Chhatwal to share material that will complement those shared by Chief DeJong.

* Deputy Rajgopalan shared initiatives taken by the Oakville Fire Department.
* Deputy Chhatwal also mentioned what Brampton Fire & Emergency Services are doing for Black History Month and offered to share photos.

**Action Item:** Deputy Chhatwal to share photos.

1. **Roundtable**
* Committee Chair Parkin reminded the Committee to share feedback on the toolkit and the Terms of Reference document

**Action Item:** OAFC Staff to re-circulate minutes from the last five meetings, the most recent draft of the Committee’s Terms of Reference, and a reminder—to the Committee—about the toolkit ahead of the next meeting.

1. **Next Meeting**
* The next meeting will be held March 9; Committee Chair Parkin will re-confirm the date after checking with Board Alternate Inglis.
1. **Adjournment**
* Committee Chair Parkin adjourned the meeting at 10:52 a.m.