



Ontario Association of Fire Chiefs Provincial Advisory Committee Meeting Minutes

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.

Wednesday, May 4, 2021 @ 1pm via Zoom Meeting

<https://zoom.us/j/94597420828?pwd=Z2kxR0czc3BqZUF2NEJOUGIUS3dqdz09>

Meeting ID: 945 9742 0828 Passcode: 020828

Attendees: Pascal Meunier, Blair Arthur, Kent Readman, Nancy MacDonald-Duncan, Ryan Murrell, Bryan Van Gaver, Bill Hunter, Todd Binkley, Mike Cavanagh, Bruce Montone, Mike Givens, Owen Cranny, Ellard Beaven, Jeff Kirk, Michelle O'Hara, Mark Tishman

Regrets: Graham Warburton

Minutes: Mark Tishman/Michelle O'Hara

1. The Executive Director welcomed and thanked everyone for attending.
 - It was noted that there have been some challenges from the Board Chair/Alternate, so in essence of not losing time, we wanted to proceed with getting back on track, and establishing goals and/or objectives for 2021.
2. Conflicts of interest: None declared
 - It was noted that if a conflict arises, to please declare it.
3. Additions to the agenda.
 - PAC Alternate Leaders.
4. 2021 Goals and Objectives for PAC
 - The PAC had a discussion regarding the list provided to leaders regarding goals and objectives for 2021. It was noted that this is for a discussion only. It is a starting point.
 - Pascal and Mike provided a quick overview and update on the new chief officer program that they have started developing. Looking to have something to provide the group for the next meeting. The goal is to help new chiefs and chiefs moving into new areas with resources and assistance from a chief and OAFCA member perspective.
 - It was noted that we want to get back on track with meetings with the Board of Directors, as per the Terms of Reference
 - Looking at setting up a regular meeting schedule.
 - It was noted perhaps every fifth week so not as frequent as monthly. It was also discussed that July and August are challenging due to holiday schedules.

The PAC agreed to meet every five weeks (approximately), excluding July and August.



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- An overview of potential goals/objectives was provided.
- The PAC leader guide is to provide clarification and be a resource to PAC Leaders – define the role, best practices, and support.
- It was noted that Laura is back in the office and will assist with member related tasks and supporting PAC and committees.
- Working on a membership recruitment, retention, and engagement plan – would like the PAC to play an advisory role in this area.
- Role in assisting with membership benefits and services.
- The PAC work on Resolution 2020-02 – Recognition of Service
- Assist in identifying metrics to capture more data for members, to support members when they need more information.
 - i. An example was used regarding the Urban Committees work at tiered-medical responses to post to the website to help members compare agreements. It would work on a quid pro quo – if you provide info, you can access other's info.
- How can PAC help us on improving communications.
- Any educational or learning opportunities that members may need.
- Ensure work is being looked at from a provincial lens.

5. Roundtable

- PAC 6: Description and role be defined, as well as what is to be expected of PAC Leaders. Set PAC leader goals. Add PAC Leader alternates to meetings/committee to ensure continuity.
- PAC 9B: In the past, meeting minutes come too late. Adding alternates would be helpful. Very interested in the tiered-medical response (TRA) project - issues with the TRA in the mutual aid area. New chiefs' package would be helpful. Area updates: Vaccination process for the fire service.
- PAC 5: PAC Leader guide would be helpful. Recognition of service is something we should tackle (AGM resolution). Area updates: None to add.
- PAC 8: Stepped into the role without knowing much about it. Expectation for me would be helpful. Members are not speaking with one voice. Need better, and faster communications. OFC issue had mixed messages from chiefs. Area Updates: Current struggling to utilize the RTC model. Going to try and train local through learning contracts. Costs have increased. Looking at doubling the education budget. Northern College has cancelled the fire officer course three times.
- PAC 7: Closure of the Fire College was a mess because we could not get our message out. Struggle with reports to council, would love templates. Happy to share my stuff. A mentorship program could be helpful. Muskoka chiefs meet regularly, our RTC seems to be working well. A little start and stop with training due to COVID but still training regardless. Need to speak with one voice. We did a bad job of the OFC closure, no



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consistent messaging from chiefs. It was noted that a section on the website for reports to council would be helpful. For example, like for the grant, some chiefs just had to write a letter, while some had to do a fulsome report. It was noted that there is significant firefighter turnover around the 5-year mark, and anything to retain from the 5 through 10 years would be helpful. Area updates: No further additions.

- PAC 1A: Wondering if there is a conflict with the PAC leader role. Happy to hear to get back on track with meetings with the Board of Directors, as per the ToR. The PAC Leader role is not consistent. Are we zone reps? We used to be, but looks like the role is now to serve the board, maybe both? But needs to be better defined. Who do we advise? Important to note the nuances and challenges of the Chief Officer package due to the diversity of fire services (volunteer, composite and urban). Area update: Daily mass immunization sites are being coordinated by many members in the area. Leadership in 1B is tired.
- PAC 3A: Last meeting was the OFC roundtable. Disappointed with the OFC closure. Working on setting up a local RTC but getting mixed reviews. Discussed a resolution from Hudson Township moving a resolution for support to increase availability of grant opportunities for fire services (infrastructure). OAFB should support it and more grants for fire. Would love a central library or repository of info. The new chief officer program would be great. Area update: Fairly quiet.
- PAC 4: Every department is different in terms of size, which could be difficult in some areas. New chief officer program is great idea. As an acting chief, it could help and make a huge difference in terms of support. Area update: Working with FPPE for 1031 and 1035 courses. Mississauga firefighters are vaccinating residents. Motivation and positivity with staff – especially due to remote workspaces, and isolation due to the pandemic.
- PAC 9A: There seemed to be a lateness with info on OFC. Had some mutual aid meetings and everyone is feeling disconnected. Reference to a blue binder when the OFMEM used to give it out (chief officer program). Would like an updated membership list. Area updates: No further additions.
- PAC 1A: New chief toolkit would be very helpful. Defined PAC roles would also be helpful both to direction and regions. Spoke to the TRAs. Working with the Urban Committee on the TRA spreadsheet. An overall database would be a huge benefit. Area update: There was a discussion regarding Lambton College as RTC.
- PAC 3B: Glad to get back to regular PAC meetings, as well as back on track to meet with the Board of Directors. Chief officer package would be great. Online library of SOG/SOP/template for council would be huge for us and very helpful. Area update: Lots of turnover in the area.



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- PAC 2: Guiding document for new PAC leaders would be helpful. We need to work on a data and resource collection and CBA's and discipline and other factors. It sounds like we are heading in that direction, perhaps not quickly enough. Area update: None at this time.
- PAC 3C: Sees PAC Leaders as the middle person between members and the Board to get and pass along info. Agrees with the chief officer package, but also recognizes it may not be a one size fits all approach. Area update: Simcoe County under fire service review currently, which is concerning to some chiefs. We meet quarterly as a group. Agreed in the area to have 3 RTCs and split disciplines accordingly. Wants to lobby for funds.
- PAC 10A: This is the first meeting so a guidebook would be helpful. Would like to attend other PAC meetings now that it is a virtual world – would be beneficial. Noted that the office assisted with an info request. Area update: NFPP departments are seeing change.
- It was noted that PAC 6 hosted a virtual meeting last week and had over 50 in attendance. They always invite guest speakers. Last week's speaker was Officer Scott McNamers from the OPP Emergency Response Team (ERT) who found Jude Layton, the toddler that was lost in the bush for 3 days in South Frontenac area. He would be willing to present to other PAC's. Sharing meeting invites is a good idea.
- It was noted that ongoing funding and grants will be an OAFB focus, as per our briefing note.
- The OAFB is aware that communications need to approve.
- We will work together to better define the PAC role. Once roles are developed, and how to guides completed, best practices will be part of it. Pascal and mike collect money for retirement gifts and events and speakers.

Pascal motioned to adjourn at 2:21pm. Seconded by Jeff Kirk.