



Ontario Association of Fire Chiefs Provincial Advisory Committee 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.

Monday, June 7, 2021 @ 11:00am via Zoom Meeting

<https://zoom.us/j/97108696908?pwd=bGhSenNneFNQUEx0VERCdG42VnpGQT09>

Meeting ID: 971 0869 6908

Passcode: 519894

Attendees: Mark Pankhurst, Jeremy Parkin, Bruce Montone, Todd Binkley, Mike Cavanagh, Bryan Van Gaver, Blair Arthur, Bill Hunter, Mike Givens, Jeff Kirk, Pascal Meunier, Ryan Murrell

Regrets: Nancy Macdonald-Duncan, Ellard Beaven, Owen Cranney, Kent Readman, Graham Warburton

Minute Taker: Michelle O'Hara/Mark Tishman

1. Welcome

- The Executive Director welcomed everyone and congratulated Chief Pankhurst on his retirement.
- Chief Parkin will be taking over the PAC Chair and Deputy Chief Hutt will still remain as the board alternate.

2. Declaration of Conflict of Interest

- None

3. Agenda Additions

- None

4. Review of Previous Meeting Minutes

Motion: To approve the May 4, 2021 meeting minutes as written.

Moved By: Jeff Kirk

Seconded By: Blair Arthur

Carried

5. Draft PAC Leader Guide

- The draft PAC Leader guide was sent to committee members the previous week. The goal is to help new PAC leaders to acclimate them to the role, and to provide a centralized best practice guide for all leaders.
- There is more to add, such as a power point template, and templates for meetings, etc.



Ontario Association of Fire Chiefs Provincial Advisory Committee Minutes

- It was suggested to formalize a process to acknowledge appointments of a new chief officer, and to let PAC leaders know when a new chief is in their area.
- OAFCh plans to highlight new members, and to have a new members list send out regularly. This also includes retirements.
- There was a discussion about whether the OFMEM can help us determine any new members, as only the OAFCh knows if a new membership is taken. They used to regularly send their lists annually, but there has been gaps in the past.
 - There is no requirement to inform the OFMEM for new chief officer hires. They update their chief officer lists once a year when they do their municipal profiles.
- It was noted that PAC leaders are to send out emails asking about new chiefs in the area which should help.

Action Item: To finalize the PAC Leader Guide and determine a process for informing PAC Leaders of new members/retirements.

6. Provincial Advisory Committee – 2021 Goals and Objectives

- Develop a new chief officer program.
- Recognition of service for volunteers. As per the AGM resolution, tasked to this committee.
- Advise on membership metrics and resources that would help as a fire chief.
- One bigger project is to create a database of supporting documents and online resources, and to capture more data from the fire services.
- Chief Montone has copies of old chief officer training/guidebooks/information, i.e., fire chief kits from years ago that field advisors used to give out.

Action Item: Chief Hunter offered to take on exploring options to recognize 12 years of service.

Action item: Bruce Montone to provide Mike Cavanagh and Pascal Meunier the chief officer packages he has received over the years from the field advisors.

- OAFCh should capture and share membership metrics such as SOGs, CBAs, and policies.

Action item: All committee members to put together a list of data/metrics that the OAFCh should have on hand to help support their roles.

- The Executive Director thanked all for their contribution to the OAFCh Next Generation 9-1-1 survey. Over 50% of members completed the survey.
- It was noted that fire station design, generic considerations, AODA compliance issues would be helpful information to share. Larger departments tend to share this information, but generally not smaller. We do not have any resources such as these for small to medium departments looking to improve or replace stations. Info to share, or base station design upon could include: cancer prevention checklists, separate bunker rooms and exhaust. Have the H&S and MOL make sure to adopt the checklist.
- OAFCh has outdated SOGs/SOPs on the website. They need to be updated; however we need samples/templates in which to build a database from.



Ontario Association of Fire Chiefs Provincial Advisory Committee Minutes

7. Roundtable

- PAC 1B

- Some members have had “beyond critical injuries”, and maybe create a how-to guide to help those people. Reality checks need to occur when a fire investigation happens - you need to protect yourself and municipality. Leave the scene as found until MOL says otherwise. With fatal investigations, you tend not to get help until you're in the middle of the situation. Better training for these scenarios would be helpful. Maybe we could have health and safety leverage on this.
- Mental Health – What is the status of the OAFIC mental health WSIB/OSI working group? The Executive Director met with the OAFIC WSIB/OSI working group on Friday. The OAFIC supports TWMFR which is slowly moving virtually, but there are other programs out there we are exploring. We're now looking more to collate resources rather than recommend one program over another.
- With regards to resurrecting peer support teams, we are having issues trying to find resources and cheaper training.

- PAC 9B

- Issues with MNR and crown protection lands. There is a lot of bush territory in the area. MNR does fire in the crown area, and if our fire department goes then we invoice, MNR pays. It is usually a fire from industry or rail. If we call them into our municipality for help, MNR bills our department. A recent fire wasn't fully extinguished and required a call back with MNR assistance, who then fined the individual and the local fire department. MNR is increasing their cost recovery for private residences, we generally don't do that. We don't charge for fires, breaking the law yes, but not responses. MNR direction from above for cost-recovery. Not sure municipalities are aware of this.
- PAC 7
 - We always bill and prefer this over enforcement. Conservation areas cause issues as PAC 9B described. Similar to the MTO conversation, people either call 911 or 310FIRE. We are technically in the MNR region who won't let me fly drones, so I request helicopters for forest fire responses. Everyone should have similar agreements. Does the OAFIC have a role for this? Chasing tickets doesn't work, they take us to court. I charge fees for trucks that respond.
 - Invoicing needs to be consistent. We don't want MNR billing on one side and we don't bill on the other.
 - The PAC members in the MNR region should get together to discuss this.
 - Does MNR now have a mandate to bill for services for fire responses at private residences?
 - The area is currently undergoing a fire service review in the area (response times/qualifications/etc.), expect a report in September to council.

- PAC 3A

- Would like help with peer support training.
- For online training, we participated in the online pilot for Working Minds but don't recall any follow up information from it. I think all our members would be interested in peer support.



Ontario Association of Fire Chiefs Provincial Advisory Committee Minutes

- Met up with Red Friday who was partially funded by Homewood. Nothing but positive feedback, and not cheap (about \$400 for 2 weekends of training per person). Our team did like it though.
- The OAFIC has an MOU with Working Minds. It has moved away from the research project aspect. They do offer it online. OAFIC used the program as cost recovery and expected online to be cheaper but that has not happened. Which makes the OAFIC think we should be more resource based than promote one specific course.
- PAC 2
 - We used the IAFF peer support training with success.
 - Chief Cavanagh – Requested assistant with the new chief orientation. The OAFIC can have the rest of the committee help send materials if there is a framework, checklist, or a table of contents.
- PAC 7
 - We are placing more emphasis on note taking and fully understanding calls to help with some increased legal issues.
 - Would like to see the OAFIC needs to update the funeral support guidelines/manual.
 - Maybe there are common ways to do flags/funerals in Ontario. Would not mind OAFIC endorsement for a specific procedure.
 - Peer support training is lacking, and we want it in Muskoka.

Action item: To review that the funeral service information guide and package is up-to-date, relevant, and current, i.e., flag protocols.

- PAC 3B
 - Welcomed a few new chiefs in the area.
- PAC 1A
 - Ongoing issue with a Chatham-Kent hydrogen sulfide leak and working with Windsor's hazmat team. No records of a former well in that location.
 - For mental health, our issue isn't access or training or even peer supports in place (we got a grant years ago to help set everything up for all emergency responders), but our issue is members accessing the assistance.
 - Police (Windsor) and Essex EMS researched apps and recommended "Peer Connect". It's a phone app 24/7 access to peer supports in the area. This lets them select any peer support person in the group and we have 200 members signed up, so don't have to be in the fire service. It is a private, one-on-one with only those two involved (crisis person and peer support person they reached out too). The app has program success indicators. EMS in Essex uses the app and they used 40 hours per support team members for follow up per month. The app reduced that to 6 hours a month saving a lot of money and time. You can customize it for extra money, but there is a free version. For maintenance, it is \$150 a month. License costs depend on the numbers. We pay \$38 a person, so about \$3600 a year. Owen Sound just signed on.
 - Conservation authorities appealed to Gilmore decision in 2019 in which the conservation authorities resisted development in floodplains. We are trying to get access approval to properties in the flood zone. We are fine with limited access to these properties, and without our approval, the development will not be granted. Developed a SOP where



Ontario Association of Fire Chiefs Provincial Advisory Committee Minutes

- vehicles are permitted. GIS tells us road height and compares it to a 100-year storm level. SOP does not allow for more than 12 inches of water.
- Chair
 - All mental health programs are great. Human resources are involved in labour relations and day to day operations but should also be involved in mental health. Maybe engage municipal HR people and get them on board. We are not experts; we try to facilitate programs and need a long-term solution.

Next meeting – September and November.

Will query members via email for dates.