



THE CORPORATION OF THE TOWNSHIP OF HORTON
PROTECTIVE SERVICES COMMITTEE

February 11th, 2021
5:00 p.m.

NOTE: This meeting will be sparsely attended, due to social distancing protocols that have been recommended by the federal and provincial governments. Committee members and Staff will call in to the meeting and take part via video conference. Members of the Public, Media and other staff are requested not to attend. However, the meeting will be recorded with a replay stored on the Township's website for future viewing. Please contact the CAO/Clerk if you have any questions or require additional information.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Minutes from Previous Meeting
 - i. February 13th, 2020 **PG.2**
4. Fire Chiefs Report and Update - Verbal
5. Ontario Fire College – Closure (Information) **PG.3**
6. Deputy Fire Chief Position **PG.20**
8. Next Meeting Date
 - i. March 11th, 2021 – 5 p.m.
9. Adjournment

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THE CORPORATION OF THE TOWNSHIP OF HORTON

Protective Services Committee MeetingFebruary 13th, 2020

5:00 p.m.

There was a Meeting of the Protective Services Committee held in the Municipal Council Chambers on Thursday February 13th, 2020. Present was Chair Lane Cleroux, and Mayor Bennett. Public Advisory Members present were Spencer Hopping and John Purdon. Staff present was Fire Chief Allan Cole and CAO/Clerk Hope Dillabough – Recording Secretary.

Deputy Mayor Campbell sent his regrets.

1. CALL TO ORDER

Chair Cleroux called the meeting to order at 5:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest expressed by Members of the Committee.

3. MINUTES FROM PREVIOUS MEETING

i) December 12th, 2019

Moved by John Purdon

Seconded by Spencer Hopping

THAT the Protective Services Committee accept the Minutes of December 13th, 2019.

Carried

4. FIRE CHIEF'S REPORT AND UPDATE

Fire Chief Allan Cole reviewed his report for the Committee. He reviewed the number of callouts and responses over the course of the month as well the 2019 year. There was a total of 49 Responses for the 2019 year.

He reviewed the "Fire Warden Program" he is working on initiating for monthly, quarterly and annual fire inspections of all municipal infrastructure. Additionally, he continues to work on reviewing and updating the Establishing and Regulating By-law, which will be brought to Committee for consideration.

A new streamlined Burn Permit process is being considered called 'burnpermits.com'. This program will provide efficiencies in the process as well as overall effectiveness for applicants and staff.

5. CARBON MONOXIDE INCIDENT – BARRY'S BAY

This information was reviewed.

6. BUDGET REVIEW

The preliminary budget for Protective Services was reviewed.

7. NEXT MEETING DATE

The next meeting will be held March 12th, 2020 at 5:00 p.m.

8. ADJOURNMENT

Chair Cleroux declared the meeting adjourned at 6:06 p.m.

Earlier today, the Ontario Government announced the permanent closure of the Ontario Fire College.

[View this email in your browser](#)



A Letter From The President

Dear Michelle OHara,

Earlier today, Ontario Fire Marshal Jon Pegg announced the Provincial Governments' plan to close the Ontario Fire College effective March 31, 2021. Training will change to a blended model, including the use of Regional Training Centres, online courses, and live fire training through the use of mobile props.

While there have been numerous rumors about the state of the Fire College and changes to firefighter training for several months, the OAFCh was not consulted on any details, nor advised that the Province planned to permanently shut down the Fire College. We were only told "*changes are coming*". While we weren't involved in these discussions, we will be heavily involved in future discussions to shape the future of firefighter training in Ontario.

I know the Fire College holds a special place in your hearts and minds, and it certainly does in mine. We've all met lifelong friends there, had laughs, shared tears, shed blood and sweat. I was married between week 7 and 8 of my recruit course back in 1988, and the College staff held a wedding reception for Karen, I, and Class 88-25. But the times have changed, and we must also. If modernizing firefighter training will improve public and firefighter safety, then we need to ensure a system is in place that supports all fire services. Since the initial lockdown of in-person training at the Fire College in March, we have been told that over 3,500 firefighters have been trained - without the use of the college, up from a yearly average of 2,500-3,000.

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Since Fire Marshal Pegg broke the news this morning, we have been in contact with the Solicitor General's office and I have spoken with the Fire Marshal to try to obtain more information. At this time, this is what we know.

- The Ontario Fire College will close permanently on March 31, 2021.
- The Ontario Fire College has been closed since March 2020 due to COVID-19.
- Since the Ontario Fire College closed in March 2020, approximately 3,500 firefighters have been trained (according to the Solicitor General's office).
- The OFMEM has purchased two mobile live fire truck props to help facilitate training.
- Future firefighter training will be a blend of online education, in-person training at Regional Training Centres (RTCs), and live fire props.
- The Province is open to the idea of expanding and creating new RTCs where identified gaps exist.

What we don't know is the details - What will the costs be? What is the new format and structure? How will testing be conducted? As we get answers to these, and other questions, myself, and the Board will keep members apprised through regular email communications or the O AFC website.

I can tell you that the O AFC will be lobbying the Provincial Government to ensure that any funds saved from the closure of the Ontario Fire College is reinvested into firefighter training and **does not leave the fire service sector**. In addition, we will be seeking details of a fully modeled framework, and what type of funding/training subsidies the province is considering. The Board will also be having subsequent discussions on how the O AFC can assist in this endeavour.

For those of you that missed today's announcement, a copy of the news release can be found here:

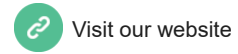
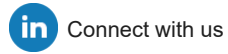
<https://news.ontario.ca/en/release/59945/ontario-expanding-firefighter-training-across-the-province>

We will continue to provide updates, as more information is available. If you have any questions, please contact Executive Director Michelle O'Hara by email to michelle.ohara@oafc.on.ca or by phone at 905-441-7766.

Yours truly,

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Chief Mark MacDonald
President



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NEWS RELEASE

Ontario Expanding Firefighter Training Across the Province

Modernized program bringing fire training closer to home and keeping communities safe

January 13, 2021

[Solicitor General](#)

TORONTO — The Ontario government is strengthening fire safety training across the province by increasing access to on-site and online courses in communities where firefighters serve. Enhancing training opportunities offered through 20 regional training centres will help local fire services better meet the needs of their community and result in cost savings for municipalities.

"The varied and evolving needs of local fire services in Ontario require better access to training opportunities that are most responsive to firefighters and the communities they serve," said Solicitor General Sylvia Jones. "By expanding access to local fire training across the province, we are ensuring firefighters can count on the support and resources they need to keep Ontarians safe."

Building on a regionally connected system of training centres, the Office of the Fire Marshal will deliver fire safety training through a combination of in-person training at regional training centres, online courses, and through contracts with individual fire departments. Expanding local training opportunities will increase capacity for training and reduce the need for municipal fire departments to pay for travel and costs related to overtime and shift backfills.

As part of this plan, the Office of the Fire Marshal is also investing in two mobile units that will bring live fire training to local fire services. Specialized equipment will also be made available to regional training centres so training can be specifically tailored to local needs.

As firefighter training opportunities are expanded across the province, the Ontario Fire College location in Gravenhurst, which has not hosted on-site training since the onset of COVID-19 in March 2020, will be decommissioned. Ontario Fire College staff will continue to play a leading role in developing training courses.

"We have listened to fire services about the need to increase capacity for training courses and modernize the fire training program," said Jon Pegg, Ontario's Fire Marshal. "Moving to a blend of online and on-site training offered through regional training centres allows us to provide responsive, high quality training to fire services across the province."

"The Fire Fighters Association of Ontario is supportive of this new training model which is being released," said Kevin McNeilly, President of the Fire Fighters Association of Ontario. "We believe more firefighters will have greater access to valuable training which will protect our firefighters."

"The Ontario Professional Fire Fighters Association supports the expansion of regional firefighter training centres and the modernization of programming centred around the needs of the fire service," said Carmen Santoro, President, Ontario Professional Fire Fighters Association. "Improved access to sanctioned education/training will greatly enhance the quality by standardizing the safe delivery of firefighter training."

"The Ontario Association of Fire Chiefs supports the modernization of firefighter training in the province of Ontario," said Mark MacDonald, Ontario Association of Fire Chiefs Board President. "The potential to expand training through a model that allows access to all regions in the province will be invaluable to help ensure the continuation of public and firefighter safety at a reduced cost to municipalities and fire departments."

Quick Facts

- Since March 2020, close to 800 students have attended 61 classes offered in regional training centres.
- Fifty-three online courses have been provided to 1,583 students.

- There are 441 fire departments in Ontario including 32 large municipal services consisting of full-time fire personnel, 215 composite fire departments made up of full-time and volunteer personnel, and 194 small municipal fire services or communities without municipal organization and are made up solely of volunteers.
-

Related Topics

Government

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Law and Safety

Ontario's laws and related information about our legal system, emergency services, the Ontario Provincial Police and victim services. [Learn more](#)

Media Contacts

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Solicitor General's Office

Stephen.Warner@ontario.ca

Aman Kainth

Office of the Fire Marshal

Aman.Kainth@ontario.ca

[647-972-2049](tel:647-972-2049)

Updates regarding the provincial announcement of "Expanding Firefighter Training Across the Province" and next steps.

[View this email in your browser](#)



A Letter From The President

Dear Michelle OHara,

The O AFC has been working diligently in the background regarding the Ontario Government's announcement on "[Expanding Firefighter Training Across the Province](#)" and the closing of the Ontario Fire College (OFC) campus on January 13, 2021 by the Solicitor General, and as communicated to fire chiefs in two WebEx meetings with the Fire Marshal on January 13, 2021.

The O AFC has since had a few meetings pertaining to this announcement, and to be open and transparent, I would like to provide you a summarized overview of those discussions. I have also outlined our proposed next steps, after the summarization. I apologize for the length of this email, but I want to ensure that we apprise members of the information we know, and what the next steps are in this process. I ask that you please read through this email carefully. It is more important than ever, that we as the chief fire officers of Ontario, speak with one unified voice.

Key Facts

On Wednesday, January 13, 2021 the Ontario Fire Marshal advised fire services via WebEx Meetings that the Ontario Government plans on closing the Ontario Fire College campus, effective March 31, 2021.

The O AFC was NOT consulted on any details, nor advised that the province planned to permanently shut down the OFC.

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- The OAFIC was in contact with the Solicitor General's office regarding the information learned during the WebEx meetings, and subsequently [issued a communication](#) on January 13th to our members, advising what we knew about the announcement. As per that [communication](#), the following information was provided to you:
 - The Ontario Fire College will close permanently on March 31, 2021.
 - The Ontario Fire College has been closed since March 2020 due to COVID-19.
 - Since the Ontario Fire College closed in March 2020, approximately 3,500 firefighters have been trained (according to the Solicitor General's office).
 - The OFMEM has purchased two mobile live fire props to help facilitate training.
 - Future firefighter training will be a blend of online education, in-person training at Regional Training Centres (RTCs), and live fire props.
 - The Province is open to the idea of expanding and creating new RTCs where identified gaps exist.

The OAFIC was asked for a statement by the Solicitor General's office regarding the expansion of firefighter training in the province. The OAFIC provided a "high-level" statement stating that we support modernized firefighter training, through a potential model which expands training, and ensures access at lower costs. However, our statement does not say that the OAFIC supports the closure of the OFC. The Solicitor General issued their official announcement shortly thereafter.

As per our communication to members, there was a lot of information that was not known at the time of the WebEx meetings. Since then, we have been obtaining information and arranged a meeting with the Fire Marshal.

The Board of Directors met internally during the afternoon on January 21st to discuss our concerns, and concerns raised by our members. The discussion included many topics, but centered around the following:

- Lack of consultation of all fire service stakeholders regarding this announcement;
- Lack of a detailed framework for the entire modernization process. This includes a detailed plan for online education, purpose and scope of RTCs, and internal department training;

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- Funding - how fire services and RTC's will be supported;
- Breakdown of communication with the fire service;
- Future of the OFC, including what will happen to its contents, props, lands, and the memorial. This included priority use of props for fire services whom had training booked at the OFC.

The Board then met with the Fire Marshal in the evening of January 21st to address both our, and our members' concerns.

I can apprise you of the following:

1. During the January 13th OFMEM evening WebEx meeting, it was noted that there was consultation on this issue, however, the OAFRC did **NOT** participate in a consultation about the closure of the OFC, nor were we aware that any fire services stakeholders were consulted. When we met with the Fire Marshal we asked for clarity on this.
 - We were apprised that the topic of closing the OFC has been discussed by different provincial governments for over a decade - both PC and Liberal. It was not a sudden decision, nor did the value of the land factor into the decision to close the OFC.
 - We were advised that the status of the OFC was discussed during the Technical Table discussions back in 2017 when recommendations to update the FPPA were tabled, specifically regarding mandatory training and certification, public reporting and community risk assessments. Information on the Technical Table can be found on our website under Members Only - Reports, Briefing Notes, Positions - [MCSCS Regulations OAFRC Briefing Note and Position](#) (you must be logged into your member account to access this). As you may be aware, the Technical Table included many different fire services stakeholders. It was noted that there were discussions regarding the OFC at the Table, and the lack of its ability to support current training/testing needs of the fire service, let alone support fire services on mandatory training and certification. The OAFRC was lobbying back in 2018-19 for access to free, online curriculum and testing, as well as funding to support training. We did not provide any position on closing the OFC.
 - It was noted that the true cost of firefighter training at the OFC is approximately \$1,300 per student, which has been heavily

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subsidized by the OFC (\$65).

- This government ran on a mandate to modernize all facets of education and they campaigned for access to online learning at reduce costs.
 - With COVID-19 and the OFC lockdown, the province saw more people trained through the RTC model, and decided that this was the best opportunity to move forward on their mandate to modernizing education by increasing online training.
2. The Board discussed the current situation with RTCs in the province, and next steps. We did communicate that not all RTCs have the resources or funds to support fire services. We did not get a clear answer on the plan, or next steps.
 3. The Board discussed financial resources, and what is happening to the funding that is supporting the OFC now. At this time, there is no information on funding. The Board stated that keeping any funds saved from the closing of the OFC must be kept in the fire sector and this will be a key O AFC ask of the provincial government.
 4. We also asked how the province plans on supporting RTCs, as there was no detailed information on this, when announcing the closure of the OFC. The OFMEM agreed that further details should have been known before the announcement to close the OFC, however, the timeline did not allow for this.
 5. The Board was very clear to the Fire Marshal regarding our displeasure with the lack of consultation and communication to us, and our members regarding the closure of the OFC. The Fire Marshal is aware of the angst this has caused.

The Fire Marshal agreed to work with the O AFC on next steps, and work towards strengthening communication. While the discussion was high-level, a decision to meet to further discuss next steps is being organized.

O AFC Key Messages

It is the opinion of the Board of Directors that the decision to close the OFC came from above the Office of the Fire Marshal, and was not open for consultation. We understand a history of complaints regarding the OFC over the years did not help.

The O AFC believes that now, more than ever. If we are to make **any progress** on ensuring attainable, accessible, and affordable training for the

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ENTIRE fire service, then we must be united with **one message, one voice!**

- It is our intention to lobby the provincial government and other stakeholders on issues related to modernizing firefighter training. We have identified the following areas for our advocacy, and for building OAFc position statements.
 - That all funds from the Ontario Fire College continue to be allocated to the modernization of firefighter training by supporting the RTC network and providing resources for all fire services in Ontario.
 - All fire departments should have equal and fair access to ALL courses and testing for both RTC and fire departments.
 - That the OAFc be the main stakeholder to the OFMEM in the development of the framework and initiatives regarding the modernization of firefighter training in the province.

In order to capture all issues, **we need member feedback! This will help shape our advocacy platform – but we must act quickly!**

- We ask that any issues, questions, or concerns our members have with this decision, are brought **to our attention**, and **NOT TO** the Solicitor General, or other organizations or associations, including the OFMEM. By going to organizations directly with inconsistent messaging (we are advised that there is support for, and against this initiative), we are undermining our own advocacy efforts.
- For organizations to be successful in government relations (GR), **we must work as a collective** in order to leverage positions to drive meaningful, impactful and long-lasting change in all areas of public and firefighter safety. This has proven effective in the past with issues such as reforms to interest arbitration, double-hatters, mental health priorities, updates/changes to building/fire codes, sprinklers in care facilities and other initiatives.
- Successful GR relies on consistent messaging, **one voice - one message**. We must remain cognizant of the variations in government circumstance, with a plan that reflects the diversity of fire services across Ontario.
- We must be mindful that the province will be more compelled to act if we are united. If we are scattered in our messaging or strategy, are off-target or off-message, inconsistent, or not mindful of the political

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landscape and priorities, it will be difficult to move ahead on issues important in the fire sector and we will not get the results we want.

- We must be able to offer practical solutions and recommendations.

The O AFC will be working within the PAC structure to setup virtual "town halls" to receive member feedback. Feedback from our members will be used to finalize our positions that will be shared with the provincial government and other stakeholders. Information on the meetings will be provided soon. We need to act fast, so if you are unable to participate in a town hall, then we would ask that you forward your comments, questions or concerns to the O AFC Board office.

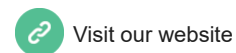
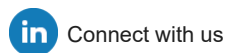
Once we have received feedback and have finalized positions, we will provide a briefing to members.

I urge all fire services to **work together**, so we can have a **unified voice** to enact change. While I am extremely saddened by news of the OFC closure, as the Ontario Fire College holds a special place in my heart, I know we have to move forward, proactively, and together, to ensure we have a voice in the future of training in the Ontario fire service.

We will provide more information on the town halls, and when more information becomes available. If you have any questions, please contact Executive Director Michelle O'Hara by email to michelle.ohara@oafc.on.ca or by phone at 905-441-7766.

Yours truly,

Chief Mark MacDonald
President



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Nikky Dubeau

From: OAFCA <info@oafc.on.ca>
Sent: February 2, 2021 12:38 PM
To: Horton Fire Chief
Subject: Upcoming OAFCA PAC Area Town Hall Meetings

Upcoming OAFCA PAC Area Town Hall Meetings on the Provincial Government's "Expanding Firefighter Training" Announcement

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Dear Fire Chief Allan Cole,

As communicated by the OAFCA President via email last Tuesday, January 26, 2021, there are a number of PAC Area Town Hall meetings that have been scheduled to provide a forum for members to share their concerns with the OAFCA regarding the Provincial Government's "Expanding Firefighter Training" Announcement on January 13, 2021. A copy of the communication can be found [here](#).

As per that communication, we are seeking feedback from members regarding the closure of the Ontario Fire College, impacts of the announcement, and to provide input to us as it relates to the future of firefighter training in the province. This feedback will influence and direct OAFCA positions on these important issues, that will be shared with members, the provincial government, and other stakeholders.

Below is a list of PAC Town Hall meetings that have been scheduled by PAC Leaders. If you did not receive an invite to your PAC area meeting that is listed below, please send an email to the applicable PAC Leader to receive the virtual login details.

[O AFC Provincial Advisory Committee \(PAC\) 7 & 8 Town Hall Virtual Meeting, Tuesday, February 2, 2021 at 6:00pm](#)

- Hosted by: Interim PAC 7 Leader, Chief Ryan Murrell from Muskoka Lakes Fire Department. PAC 8 Leader is Deputy Chief Ellard Beaven, Timmins Fire Department. For meeting information, please contact Chief Murrell by email to rmurrell@muskokalakes.ca

[O AFC Provincial Advisory Committee \(PAC\) 6 Town Hall Virtual Meeting, Wednesday, February 3, 2021 at 9:00am](#)

- Hosted by: PAC 6 Leader, Chief Pascal Meunier, Carleton Place Fire Department. For meeting information, please contact Chief Meunier by email to pmeunier@carletonplace.ca

[O AFC Provincial Advisory Committee \(PAC\) 1A & 1B Town Hall Virtual Meeting, Thursday, February 4, 2021 at 9:30am](#)

- Hosted by: PAC 1A Leader, Chief Bryan Van Gaver, Sarnia Fire Rescue Services and PAC 1B Leader Chief Bruce Montone, Amherstburg Fire Department. For meeting information or details, please contact Chief Van Gaver by email to bryan.vangaver@sarnia.ca or Chief Montone to bmontone@amherstburg.ca

[O AFC Provincial Advisory Committee \(PAC\) 4 Town Hall Virtual Meeting, Thursday, February 4, 2021 at 2:00pm](#)

- Hosted by: PAC 4 Leader, Assistant Chief Nancy MacDonald-Duncan, Mississauga Fire & Emergency Services. For meeting information or details, please contact Assistant Chief MacDonald-Duncan by email to nancy.macdonald-duncan@mississauga.ca

[O AFC Provincial Advisory Committee \(PAC\) 5 Town Hall Virtual Meeting, Friday, February 5, 2021 at 9:00am](#)

- Hosted by: PAC 5 Leader, Deputy Chief Mike Cavanagh, Peterborough Fire Services. For meeting information or details, please contact Deputy Chief Cavanagh by email to mcavanagh@peterborough.ca

[O AFC Provincial Advisory Committee \(PAC\) 3A-3B-3C Town Hall Virtual Meeting, Friday, February 5, 2021 at 2:00pm](#)

- Hosted by: PAC Leader 3A - Chief Bill Hunter, Perth East Fire Department, bhunter@pertheast.ca, PAC Leader 3B - Chief Mike Givens, Township of Chatsworth Fire Department, mgivens@chatsworth.ca and PAC Leder 3C - Chief Jeff Kirk, Township of Springwater Fire and Emergency Services, jeff.kirk@springwater.ca For meeting information, please contact the PAC Leader in your area.

If you are are unable to participate in your area PAC Town Hall, then we would ask that you forward your comments, questions or concerns to either your PAC Leader or the O AFC Board office. While we prefer members join their specific PAC area meetings, you can alternatively attend another town hall meeting by contacting the O AFC Board office.

We need to have a unified, collective voice to ensure the needs of the fire service are addressed and met. It has been made very clear that a well-organized and unified strategy will be our best opportunity to achieve our goals and to enact change at the provincial level.

If you have any questions, please contact Executive Director Michelle O'Hara by email to michelle.ohara@oafc.on.ca or by phone at 905-441-7766.



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Nikky Dubeau

From: Michelle O'Hara <Michelle.OHara@oafc.on.ca>
Sent: February 2, 2021 3:18 PM
To: Horton Fire Chief
Subject: RE: Comments on the closing of the OFC

Thank you chief Cole for sharing your feedback. A lot of good points.

I will ensure it is shared with the Board of Directors.

Best regards,

Michelle O'Hara
 Executive Director
 Ontario Association of Fire Chiefs
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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.

From: Horton Fire Chief <firechief@hortontownship.ca>
Sent: February 2, 2021 1:32 PM
To: Michelle O'Hara <Michelle.OHara@oafc.on.ca>
Subject: Comments on the closing of the OFC

Good afternoon Michelle,

I will not be able to attend the PAC 6 Town Hall but would like to put forth some thoughts for consideration in regards to the closing of the OFC.

- I believe, as has been previously mentioned in O AFC communications, that the closing of the OFC decision was made at much higher levels than the OFM. The ability of the O AFC to comment on that decision based on the above premise leaves the O AFC and members in a poor bargaining position. I believe the announcement of the closing of the facility is an irreversible decision.
- Following that line of thought, perhaps this is an opportunity to explore other methods to improve training across the Province.
- From the perspective of this department, the actual course costs from either the Fire College or any of the Regional Training Centers were never an issue. Course Costs at the Regional Training Centers were not out of line for the content provided.

- Travel costs to and from either the College or a RTC were reimbursed by the municipality and those as well were never an issue.
- The biggest concern in regards to the overall training offered by the College or a RTC were the costs for accommodation and meals. Accommodations and Meals covered by the College were a godsend for small departments with limited training budgets. Covering costs like this for 3, 4 or 5 day courses at RTCs I would suggest is detrimental and really limits opportunities to send firefighters on courses out of community/area.
- If we were to explore options moving forward from the closing of the College it would be to explore opening up more RTCs to cover more areas of the province.
- Before the implementation of the NFPA Standard and in the old days of the Ontario Curriculum, numerous local training committees were able to host OFC approved courses with recognized Associate Instructors. This lessened the burden on the college proper and allowed a large number of firefighters to receive local training, accredited, and filed on the individual training record by the OFC. We lost that opportunity during the changeover to the NFPA. Perhaps with an increased number of RTCs we can increase and improve on that local flavour for training.
- The release from the Province indicated that mobile training props would be purchased and made available for use at sites across the province. In theory this is an excellent idea. In practice I see a number of pitfalls waiting to happen. Who maintains the equipment? Who is responsible for transport? Return? Damages? Do the props come with instructors? The list could go on.
- We used to run courses using the mobile flashover unit. Of any and all of the courses I attended, this was the most beneficial. Being able to experience and learn flashover and rollover in a controlled environment and to learn the signs and triggers of impending flashover was probably the best thing I ever was exposed to. Very shortly after taking a flashover course we were conducting interior operations in a building when things started going a bit off right. Conditions were deteriorating rapidly and we started seeing the signs of a rollover event. The previous training was put into play, we got our people in a position to overcome the difficulty and we were successful. That training probably kept someone from getting seriously injured.
- Unfortunately the mobile flashover unit is no more and the instructors who used to go across the province were instructed not to continue for health and safety reasons. I can see the same thing happening in a few years with some of these mobile props.
- On-line training has become an important part of the training a firefighter goes through to be successful but it is not a substitute for that hands on type of training, bringing people from different departments together to exchange ideas and different approaches towards the common goal.

As I mentioned at the start, I see this as an OPPORTUNITY and am looking forward to seeing positive changes, beneficial to all, being implemented.

Respectfully submitted.

Allan

J. ALLAN COLE

Fire Chief / Chief Fire Inspector

Horton Fire Department

2253 Johnston Road, Renfrew, ON. K7V 3Z8

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firechief@hortontownship.ca



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Deputy Fire Chief Position	Date:	January 12, 2021
	Council/Committee:	Protective Services Committee
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Fire

RECOMMENDATIONS:

THAT the Committee direct Staff to move ahead with an internal posting of the Deputy Fire Chief Position.

BACKGROUND:

August 1st, 2019, Allan Cole began his position as Fire Chief of the Township of Horton, which subsequently left the Deputy Chief’s position vacant. It had been discussed that we would wait some time prior to filling the Deputy Chief’s position. In 2020, the Covid-19 Pandemic hit, and this fell to the wayside and did not occur.

Now, almost a year and a half, I would like to recommend that the municipality move forward with an internal posting to fill the position.

ALTERNATIVES: Not fill the position and continue as is.

FINANCIAL IMPLICATIONS: Sufficient funds have been allocated in the proposed 2021 Budget.

ATTACHMENTS:


- Deputy Chief – Job Description
- Deputy Chief – Proposed Internal Job Posting
- Organizational Structure

CONSULTATIONS: Fire Chief Cole

Author: 
_____ signature

Other: _____ signature

Treasurer: _____ signature

Other: 
_____ signature

		TOWNSHIP OF HORTON JOB FACT SHEET	
Job Title: Deputy Fire Chief	Department: Fire Department	Reports to: Fire Chief	Date: December 2020

Approval:	Department Head _____ Supervisor _____ Employee _____ Staff Administrative Committee _____
The above signatures acknowledge agreement for all _____ pages of this document.	

Position Summary:

The primary responsibilities of the Deputy-Fire Chief is to assist the Fire Chief in the efficient management, administration and supervision the Township volunteer fire department consistent with established policies, practices and procedures. Duties also include: fire suppression, medical (tiered response) and rescue duties and responsibilities, record keeping for the Fire Department, the training and development of fire department staff and the delivery of fire prevention and public fire safety education programs and activities.

Qualifications:

- High School Diploma
- Graduate of the Ontario Fire College or possess an equivalent background
- Minimum of 5 years’ experience as an officer in the fire service
- Must be a team player adept at problem solving with the ability to foster good working and interpersonal communications
- Must be experienced in managing and supervising the administration and operation of a volunteer fire department to include: fire suppression, medical (tiered response) and rescue duties and responsibilities, the training and development of fire department staff and the delivery of fire prevention and public fire safety education programs and activities
- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Human Resources policies of the Township
- Comprehensive knowledge of the municipality including its demographics, type of buildings, commercial facilities, elements, and hazardous occupancies
- Ability to react quickly and effectively under duress to handle emergency situations

		TOWNSHIP OF HORTON JOB FACT SHEET	
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- Availability and provision for “Call-Out” 24 hours a day to respond to emergency or special circumstances
- Must be experienced in forecasting capital and operating department budgets
- Possess excellent interpersonal, written, and oral communication skills. This includes a working knowledge of computers and the accompanying software needed to administer the daily operation of the fire department
- Must be physically fit to complete ongoing duties
- Must possess a valid Ontario Driver’s License, Class D with Z Endorsement

Position Responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Human Resources policies of the Township
2. Fire suppression, medical (tiered response) and rescue duties and responsibilities
3. The training and development of fire department staff
4. The delivery of fire prevention and public fire safety education programs and activities
5. Fire prevention training to other members of the Fire Department
6. Plan and co-ordinate activities for fire prevention and public fire safety education programs under the direction of the Fire Chief
7. Advise the Fire Chief of any changes in procedures or methods necessary to maintain or improve the fire prevention programs of the department.
8. Interacts with the public, Council, and staff, in a professional, tactful, calm manner
9. Liaise with Provincial department and insurance agencies on Provincial/County road calls, including submitting forms for reimbursement of call-out costs
10. Responsible for submitting fire fighter time sheets/expense claims to the Township Treasurer for bi-annual payment in June and December
11. Attends monthly Fire Committee meetings
12. Assists the Fire Chief and the Fire Committee with preparation and implementation of Annual Fire Department Budget
13. Under the direction of the Fire Chief, receives estimates/quotations and makes equipment purchases consistent with Fire Department needs and within Budget restraints



TOWNSHIP OF HORTON JOB FACT SHEET

<i>Job Title:</i> Deputy Fire Chief	<i>Department:</i> Fire Department	<i>Reports to:</i> Fire Chief	<i>Date:</i> December 2020
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14. In the absence of the Fire Chief, this position will be required to assume the duties of the Fire Chief
15. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Township of Horton



EMPLOYMENT OPPORTUNITY FOR THE POSITION OF DEPUTY FIRE CHIEF

The Township of Horton is accepting applications for a Deputy Fire Chief for the Fire Department.

Position Summary:

Working under the general direction of the Fire Chief, the Deputy Fire Chief is to assist the Fire Chief in the efficient management, administration and supervision of the Township Volunteer Fire Department consistent with established policies, practices and procedures. Duties also include: fire suppression, medical (tiered response) and rescue duties and responsibilities, record keeping for the Fire Department, the training and development of Fire Department staff and the delivery of fire prevention and public fire safety education programs and activities.

Qualifications, Skills and Experience:

- Graduate of the Ontario Fire College or possess an equivalent background;
- Minimum of 5 years' experience as an officer in the fire service;
- Must be a team player proficient in problem solving with the ability to foster good working and interpersonal communications;
- Must be experienced in managing and supervising the administration and operation of a volunteer fire department to include: fire suppression, medical (tiered response) and rescue duties and responsibilities, the training and development of fire department staff and the delivery of fire prevention and public fire safety education programs and activities;
- Comprehensive knowledge of the municipality including its demographics, type of buildings, commercial facilities, elements and hazardous occupancies;
- Must be able to react quickly and effectively under duress in order to handle emergency situations;
- Must possess a valid Ontario Driver's Licence, Class D with Z Endorsement.

Compensation: Please contact the Fire Chief and/or CAO/Clerk for further information.

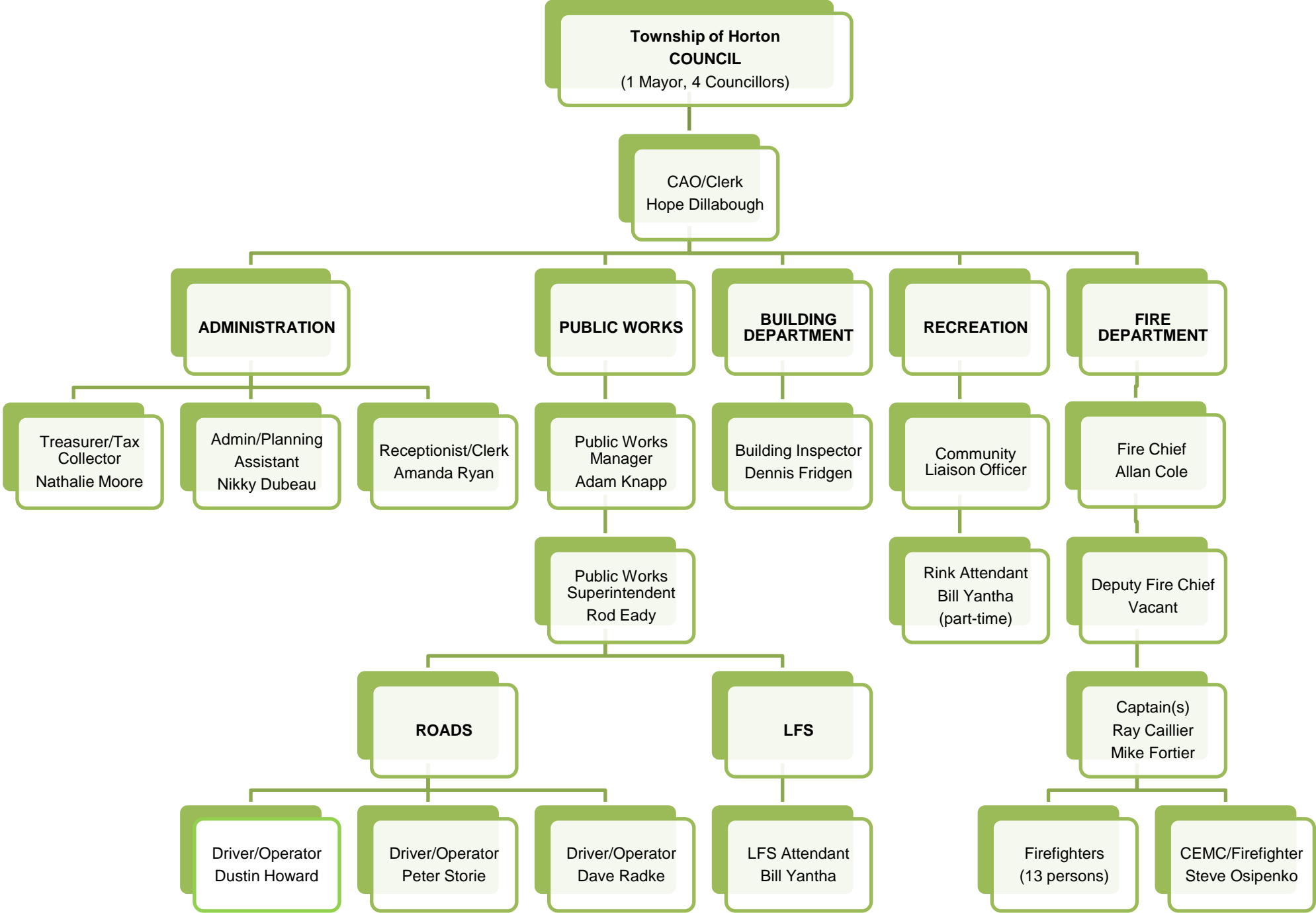
Applications addressed to Fire Chief Allan Cole will be received at the Horton Municipal Office 2253 Johnston Road K7V 3Z8 **until 4:00pm Friday March 5th, 2021.**

***Only candidates selected for an interview will be contacted. All offers of employment are conditional upon receipt of a criminal background check acceptable to the Municipality.
References to be available upon request.***

Posted at the following:

- Municipal Office
- Fire Hall
- Municipal Garage
- Community Hall
- Landfill Site

RETURN TO AGENDA



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