



THE CORPORATION OF THE TOWNSHIP OF HORTON  
**PROTECTIVE SERVICES COMMITTEE**

September 19<sup>th</sup>, 2024  
5:00 p.m.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Minutes from Previous Meeting
  - i. July 25<sup>th</sup>, 2024
4. Fire Chiefs Report and Update
5. Staff/Committee Members Concerns
6. New Business
7. Next Meeting Date
  - i. November 21<sup>st</sup>, 2024 – 5:00 p.m.
8. Adjournment

**PG.2**

**PG.4**

**RETURN TO AGENDA**

## THE CORPORATION OF THE TOWNSHIP OF HORTON

**Protective Services Committee Meeting**July 25<sup>th</sup>, 2024

5:00 p.m.

There was a Meeting of the Protective Services Committee held on Thursday May 30<sup>th</sup>, 2024, in the Horton Council Chambers. Present was Chair Daina Proctor, and Councillor Glen Campbell, and Public Advisory Member Spencer Hopping. Staff present was Fire Chief Allan Cole, Deputy Fire Chief Mike Fortier, Executive Assistant Nichole Dubeau – Recording Secretary.

Mayor David Bennett sent his regrets.

**1. CALL TO ORDER**

Chair Proctor 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) May 30<sup>th</sup>, 2024

Moved by Spencer Hopping

Seconded by Councillor Campbell

**THAT** the Protective Services Committee accept the Minutes of May 30<sup>th</sup>, 2024.

**Carried**

**4. MLES MAY 2024 REPORTING**

The Committee reviewed the report.

**5. FIRE CHIEF'S REPORT AND UPDATE**

Fire Chief Allan Cole presented the report. Chief Cole presented the calls for service from May 14 – July 21 with 13 calls. Call volume is up with no outstanding reasoning why.

The Fire Chief and Deputy Fire Chief attended a training session with the Ontario Fire Marshal's on July 18<sup>th</sup>. Jeff Vanrybroeck, Assistant Deputy Fire Marshal with OFM has indicated that he will be available upon request to meet with the department to discuss various items such as staffing issues and training opportunities to ensure we're on the same page for training certification.

There was discussion regarding access on private roads. It was mentioned that when the Public Information Session for the Private Road Grant Program, the Fire Department be present to explain the importance of road maintenance.

The Horton Fire Department is currently recruiting new members. The application deadline is August 1<sup>st</sup>, and then applicants will be completing a series of tests.

Horton Firefighters Association has developed two \$500.00 Bursaries to be awarded to graduating high school students who are pursuing further education in a Fire, Protective Services, EMS or Nursing field. Horton Firefighters presented both Bursaries to deserving students at the June 2024 Graduation Ceremonies at RCI and St. Joseph's Catholic High School.

Medical Priority Dispatch System came online mid-May 2024 with medical calls for service being triaged and given varying levels of importance based

**RETURN TO AGENDA**

on the information provided by the callers and availability of Renfrew County Ambulance Services resources. The Fire Chief will be updating the E & R By-law to include a Medical Response Protocol and that the level of training of the firefighters be increased from Standard 1st Aid/CPR to Medical 1<sup>st</sup> Responder.

OFM Fire Protection Grant Year 1 has been announced and is focusing on Cancer Prevention Measures. The Fire Chief and Deputy Fire Chief are applying for the grant for on-site decontamination equipment, additional Personal Protective Equipment, and upgrades to the shower and washroom facilities in our hall.

**6. STAFF/COMMITTEE MEMBERS CONCERNS**

There were no staff or committee members concerns.

**7. NEW BUSINESS**

There was no new business.

**8. NEXT MEETING DATE**

The next meeting will be held September 19, 2024, at 5:00 p.m.

**9. ADJOURNMENT**

Chair Proctor declared the meeting adjourned at 6:05 p.m.

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CHAIR Daina Proctor

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CAO/Clerk Hope Dillabough



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Monthly Fire Report	<b>Date:</b>	September 19, 2024
	<b>Council/Committee:</b>	Fire Committee
	<b>Author:</b>	J. Allan Cole – Fire Chief
	<b>Department:</b>	Fire

### CALL OUTS/RESPONSES:

Call-Outs/Responses July 22, 2024 to September 16, 2024

Year to Date Total – Forty-Six (46)

Total this Period – Eight (8)

- MVC – (4)
- Vehicle Fire – (1)
- Locked Door Access Request – (1)
- Vehicle Fire – Called off en-route (1)
- Vehicle Fire – ATV (1)

### MEETINGS:

2024-09-04 Renfrew County Chief's Association Meeting

#### Meeting Proposed:

We are proposing a meeting of HFD Senior Staff, CAO, Treasurer and representation from our OFM Fire Protection Advisor to map out a route to address Staffing Shortfalls and to develop a detailed set of Training Opportunities that will meet the requirements of the Ontario Seal Certification and/or NFPA 1001 FF1 and FF2.

(Update) We have been in discussions with Jeff Vanrybroeck, Assistant Deputy Fire Marshal OFM who has indicated that he will be available upon request to meet with us.

### TRAINING/WORKSHOPS:

- Practical Evolutions NFPA 1001 FF1&2 to meet minimum requirements of Ontario Seal. (ongoing)
- Joint Rural Tanker Shuttle – Host; Whitewater Fire Department – Participants; Whitewater, Douglas Horton Wednesday August 21.
- Dry Hydrant Training. Refresher on Smooth Bore Nozzle.
- Bresnan (Cellar) Nozzle Training-Piercing Nozzle Training.

**RETURN TO AGENDA**

## **CORRESPONDENCE:**

- OFM Fire Protection Grant TPON Application
- CACC Dispatch Contract Renewal Discussions
- Designated Officer – Infection Prevention
- NFPP-2024-474600 Horton Profile
- Letter to CAO Kelly August 27, 2024

## **OUTSTANDING ISSUES/OLD BUSINESS:**

### **Fire Department Access on Private Roads within the Municipality (Left on for Reference)**

There are 149 registered Roads in the Township that have 911 addresses attached to them (Info based on CACC 911 Reporting Data).

Of the 141 registered Roads, 61, or 43% are deemed to be Private Roads not maintained by the Municipality and of varying roadbed condition.

We have completed the Private Road Condition Assessment on 61 Private Roads in the Township.

Based on our observations there are a sizeable number of 911 addresses located on private roads where we, as a Fire Department, could not provide the same level of service as would be expected of 911 addresses on Municipally Maintained Roads.

The following are some suggested options based on reviews of situations encountered with other municipalities having similar conditions.

- 1- Based on above, evaluate whether the FD has the appropriate equipment to meet the needs of the homeowners of these roads and consider alternate methods of response that may meet the minimum standards (IE: perhaps we would be well served with a Mini-Pumper for this type of work-dependent on number of roads, # of homeowners, # of roads inaccessible by the larger trucks etc.)
- 2- Consider either a) developing a By-Law establishing minimum road standards and enforcing compliance or b) revise the current E&R By-Law to indicate that HFD will do it's best to provide an appropriate level of service but based on road condition we may not be able to.
- 3- Inform all homeowners serviced by Private Roads of the level of Emergency Response they are most likely to get based on the above.

On Sunday October 22 we responded to a structure fire (Generator Shed) at a hunt camp on a private/bush road (Calvin Road) that we didn't even know there were dwellings in there. Responding in a rain storm with very unfavorable road conditions getting in presented a number of challenges to firefighters to extinguish the blaze.

This is another point in favour of matching apparatus to the requirements of the municipality and, although these are isolated incidents, there are concerns for the safety of life and property in these remote locations.

One interim step to address this may be to begin a campaign to homeowners in these remote locations to the effect of; If you require emergency services and they cannot get to you in a reasonable time, what steps have you taken to keep yourself safe? Potential options would be things like keeping a cottage pump on site (if water source available), ensuring adequate or additional fire extinguishers, ensuring a comprehensive first aid kit is available any people know how to use all these things. This would be similar to the 72-hour emergency kits messaging but with a bit more detail.

The recent adoption of By-Law 2023-49 for upgrades to Private Roads and the revision of Policy T-01 are excellent steps moving forward to ensure access for emergency vehicles to residents.

From the previous Protective Services Committee Mtg. (May 30, 2024) discussion arose as to how many structures were affected by response impediments on private roads or at minimum, how many structures are there on private roads.

To find these answers would most likely entail a review of Google Maps/Google Street View/Google Earth to get an approximation followed up by actually driving the roads and doing a count. Reviews of the municipal rolls and MPAC documentation does not give an accurate depiction of building status.

## **Old Business**

### **Review of 2023-56 2024 User Fees and Charges By-Law**

No update at this time.

### **Medical Priority Dispatch System MPDS – Requirement for HFD to enhance Medical 1<sup>st</sup> Response Capabilities**

MPDS info was presented to the Protective Services Committee at the May 30<sup>th</sup> meeting.

The MPDS came online mid-May 2024 with Medical calls for service being triaged and given varying levels of importance based on the information provided by the callers and availability of Renfrew County Ambulance Services resources.

Currently, as per our core services as noted in our E&R By-Law, HFD may be dispatched to assist ambulance resources for Lift Assist and Locked Door Access (LDR) Requests.

For MVC incidents, HFD is automatically dispatched at the same time as Ambulance.

Recently, HFD was dispatched for a LDR/Lift Assist to a location within the municipality where, upon access we discovered someone who had fallen out of their wheelchair and required assistance to get back up and back into the chair. At first glance, this appears to be a run of the mill call, but on closer inspection we were required to assess the person to see if it was safe to move them, Dispatch informed us that ambulance was on the way but was 45 minutes (approx.) away and we were in a position where we did not want to leave the person unattended for that length of time. It's not a case of picking them up and then leaving.

**Recommendation:**

Given that with the MPDS in place the possibility of delayed responses from Ambulance Services may increase, we are recommending that the current E&R By-Law and Core Services be updated to include a Medical Response Protocol and that the level of training of our firefighters be increased from Standard 1<sup>st</sup> Aid/CPR to Medical 1<sup>st</sup> Responder.

**Update:**

We have been in discussions with both Renfrew FD and Deep River FD on their actions regarding implementing a Medical Response Protocol By-Law. Deep River FD is still moving forward with recommending implementing a By-Law and Renfrew FD is not.

The recommendation from HFD is to build into next year's Budget an allowance to send a core team of firefighters for Medical 1<sup>st</sup> Responder training.

**OFM Fire Protection Grant**

This is a 3 year \$30M Grant Program that has been allocated in the Ontario Provincial Budget.

Year 1 of the Grant focuses on Cancer Prevention Measures.

Individual departments can be expected, upon successful applications, to receive between \$8,500.00 and \$10,000.00 this year.

**Update:**

HFD submitted a Grant Application through TPON for 20 Particulate Hoods, 20 (pr) Structural Firefighting Gloves, 1 TFT On-Scene Decontamination System.

Grant Application in the amount of \$10,988.00

We are waiting on the results of the application.

**NEW BUSINESS:****Staffing**

Current Staffing Compliment:

16 Firefighters all ranks.

Allowed Staffing Compliment

20 Firefighters all ranks.

7 compliant applications were received as of August 01.

Applicants were contacted with an invitation to attend a written test as the first in a 3-phase testing process.

Written testing was completed on September 12 with 4 applicants moving on to the second phase (practical) to be held within 2 weeks.

**Recent Purchases:**

- We were able to secure a number of Firefighter Station Wear Uniforms from a wholesale outlet that specializes in bankruptcy acquisitions. We managed to save approximately \$100 per uniform with this purchase.
- Nozzles – Bresnan (cellar) and Piercing Nozzle purchases will provide the department with additional resources to combat structure and vehicle fires.

### **Resilient Minds Training**

Two of our members have attended the on-line Resilient Minds Training. We will be tapping this valuable resource as required to ensure the mental health of all our firefighters.

The current action item is to have FF Abdon and FF Johnston review By-Law 2017-37 PTSD Plan and make recommendations for enhancements to the By-Law.

Note: By-Law 2017-37 was considered to be a living document with revisions being planned to be incorporated on a regular basis.

### **Annual Pump Testing:**

Units 9614 and 9624 underwent their Annual Pump Testing on August 28, 2024.

Both Apparatus passed the testing with no noted concerns.

### **Annual NFPP Horton Profile:**

Annual NFPP 2024-474600 Horton Profile completed and submitted to the OFM.

Note:

This year's NFPP Profile followed a different template with additional fields being incorporated with emphasis on relating the Profile with the Community Risk Assessment and number and type of Trained and Certified Firefighters available to perform the Core Services as noted in the Township's E&R By-Law.

### **Training Opportunity:**

#### **Stepping Into Fire: Essential Skills, Traits & Culture for New Firefighters.**

Horton Fire Department will be hosting this Training Opportunity on Monday November 18, 2024, at the Horton Community Center for all of our Firefighters.

We have extended an invitation to all the other departments within the County for this opportunity as well.

### **Renewal of Dispatch Agreement Between MHLTC and the County of Renfrew.**

The current dispatch agreement between the MHLTC (CACC) and the County of Renfrew comes up for renewal at the end of this year.

Unfortunately, even though this dispatch agreement is for the provision of Fire Department Dispatch Services, the Fire Departments within the County that use the service have no say in the contents of the agreement, the costs involved or the agreed to procedures. The Renfrew County Chief's Association requested a meeting with Paramedic Chief Mike Nolan (who has been designated the contact for dispatch services) and a meeting was set for September 05, 2024, to discuss the renewal process. No one from the County attended the meeting.

As such, we are in a position of not knowing if the agreement will be renewed and if it is, at what costs to the municipalities.

I would like to refer to a clause in the email correspondence and ask that this item be brought up at the next available County Council Meeting. For budgeting purposes, this may have financial repercussions that we cannot prepare for.



“Since there was no representative from the County of Renfrew at the meeting and to prepare for the 2025 budget, I recommend that each of the Chiefs request their CAO and/or Council contact the County and request an update on the County of Renfrew By-law 124-21, Schedule D -CACC Rate Structure and any plans for capital expenditures in 2025.”

**Designated Officer Program:**

Please see attached documentation on the “Public Services Health and Safety Association- Designated Officer Program for Infection Prevention: Reducing the Risk for Front-Line Staff”.

For discussion: Should we consider designating a member of Horton Fire Department for this role or is this something that would fall more under the purview of the Horton CEMC and/or Alternate?

**Letter to CAO Kelly August 27, 2024**

Chief Selle sent a request to County CAO Craig Kelly on August 27, 2024, requesting representation from the Renfrew County Chief’s Association at Committee Level at the County. Letter attached. To date, there has been no response from the CAO or acknowledgement of receipt of the letter.

Is this something that should be discussed at County Level?

**Horton Fire Fighters Association – Annual Fall Classic.**

Horton Firefighters Association will again be hosting their Annual Fall Classic Fundraising Golf Tournament at Renfrew Golf Club on Sunday September 29, 2024.

**Proposed Purchase: Portable Radios and Pagers:**

DC Mike Fortier has put together a cost proposal for the purchase of Portable Radios and Pagers. This was identified in the 2024 Budget.

Prepared by: J. Allan Cole, Fire Chief

Reviewed by: Hope Dillabough, CAO/Clerk

Register at [hortonfallclassic.rsvpify.com](http://hortonfallclassic.rsvpify.com)



**Horton Firefighters Association  
presents**

**4th Annual**

# **HORTON FALL CLASSIC GOLF TOURNAMENT**

**Sunday September 29**

**At Renfrew Golf Club | \$125 per person | 18 holes, Cart and Dinner  
Door Prizes and contests**

Register



**For Sponsorship or more  
information contact Matt Harper**

**613-401-9158 or**

**[hortonfallclassic@gmail.com](mailto:hortonfallclassic@gmail.com)**

Register





Office of the Fire Marshal  
Community Contacts Verification Report

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**HORTON**

Renfrew  
Municipal

Location Code: 4746-

**Do not make amendments directly on this report. Please submit changes using the Staff Contact Form.**

**Community Contacts**

Surname: **Bennett** Business:   
 First Name: **David** Business is also residence number: **No**   
 Initial: **M** Extension:   
 Rank (if applicable): - Cell: **(613) 570-1236**   
 Title: **Mayor** Fax:   
 Email Address: **dbennett@hortontownship.ca**

Community Profile: **HORTON**

Role(s) or Function(s)

Fire Department (if applicable): **[None selected]**

**Mayor**

Surname: **Cole** Business: **(613) 432-6271**   
 First Name: **Allan** Business is also residence number: **No**   
 Initial: **J** Extension:   
 Rank (if applicable): **Fire Chief** Cell: **(613) 281-5749**   
 Title: **Fire Chief** Fax: **(613) 432-3658**   
 Email Address: **firechief@hortontownship.ca**

Community Profile: **HORTON**

Role(s) or Function(s)

Fire Department (if applicable): **Horton Fire Department**

**Alternate Fire Coordinator**

**Fire Chief**

**Primary Fire Prevention Contact**

**Primary Training Contact**



Office of the Fire Marshal  
Community Contacts Verification Report

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**HORTON**

Renfrew  
Municipal

Location Code: 4746-

**Do not make amendments directly on this report. Please submit changes using the Staff Contact Form.**

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Surname: **Dillabough** Business: **(613) 432-6271**  
First Name: **Hope** Business is also residence number: **No**  
Initial: Extension:  
Rank (if applicable): **-** Cell:  
Title: **CAO/Clerk** Fax: **(613) 432-7298**  
Email Address: **hdillabough@hortontownship.ca**

Community Profile: **HORTON**

Role(s) or Function(s)

Fire Department (if applicable): **[None selected]**

Chief Administrative Officer (CAO)

Clerk

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Surname: **Fortier** Business: **(613) 432-4147**  
First Name: **Michael** Business is also residence number: **No**  
Initial: **J** Extension:  
Rank (if applicable): **Deputy Chief** Cell: **(613) 281-6433**  
Title: **Deputy Chief** Fax:  
Email Address: **mfortier@hortontownship.ca**

Community Profile: **HORTON**

Role(s) or Function(s)

Fire Department (if applicable): **Horton Fire Department**

Deputy Fire Chief

Office of the Fire Marshal  
Community Contacts Verification Report

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Location Code: 4746-

**HORTON**

Renfrew  
Municipal

**Do not make amendments directly on this report. Please submit changes using the Staff Contact Form.**

**Procedures to update the Community Contacts:**

1. Fill out a Staff Contact Form to:
  - Add a person to the Community Contacts
  - Change a person's information
  - Remove a person from the Community Contacts
2. Submit the completed form to [OFMFDM@ontario.ca](mailto:OFMFDM@ontario.ca)
3. A blank form is included in the annual profile package. A form can also be obtained through a written request to [OFMFDM@ontario.ca](mailto:OFMFDM@ontario.ca)
4. The submitter of the form should copy the Chief Administrative Officer, Municipal Clerk, and Fire Chief (if applicable).

**Note: Please refer to the instruction guide for examples on how to add a person to the Community Contacts, how to change a person's information, or how to remove a person for the Community Contacts.**

**Fire Coordinators:**

**Fire Coordinators will only be displayed on the Staff Contact Verification Report if:**

- (a) all appropriate mutual aid documentation is received by our office;**
- (b) Field and Advisory Services processes the Fire Coordinator documentation; and**
- (c) the fire coordinator's fire department is physically located in the municipality whose profile was updated.**

## 2024 Municipal and NFPP Fire Protection Profile Form

### Form Instructions:

The profile form is to be completed by the Fire Chief, Municipal Clerk or Chief Administrative Officer and can be returned to [ofmfdm@ontario.ca](mailto:ofmfdm@ontario.ca) no later than **August 31, 2024**.

### Section A: Community Information

This profile form applies to the following community:

Municipality or Unincorporated Territory	Profile Number:

#### 1) Form Completed and Confirmed By

Please identify the name of the person who is completing this form and who is confirming that the information provided is accurate to the best of their knowledge.

Surname	First Name	Title	Date Confirmed

#### 2) Municipal Office or Local Services Board Information

Please identify the mailing address of the municipal office. For NFPP fire departments, please identify the mailing address of the local services board.

Mailing Address:	City/Town:	Province	Postal Code

Business #	Extension	Fax #

#### 3) Community Details

Question	Answer
Has the community completed a <b>community risk assessment</b> (CRA) in accordance with O. Reg. 378/18?	
If yes, please provide the date the CRA was completed:	
Does your community operate a <b>public safety access point</b> (a call center where emergency/non-emergency calls (like police, fire brigade, ambulance) initiated by any mobile or landline subscriber is terminated)?	
If yes, what software does your community use?	
<b>(NEW)</b> Does your community contract dispatch services?	
If yes, who provides the dispatch services?	
<b>(NEW)</b> Does your community employ a computer-based Records Management System (RMS) for organizing and maintaining its fire department records (specifically, their standard incident reports)?	
If yes, which vendor or provider supplies the RMS?	

**4) Methods of Providing Fire Suppression Services**

Please identify all fire departments that provide fire suppression to your community and identify the percentage of land covered by each fire department.

For each of the fire departments, please identify if the community:

- Solely established the fire department for the purpose of providing fire protection services; or,
- Shares responsibilities to establish the fire department with another municipality; or,
- Entered into an agreement to receive fire protection services.

% Land Area Covered	Fire Department	Type of Coverage

**Type of Coverage Legend:**

- NFPP:** The community established the fire department through the Northern Fire Protection Program.
- Sole:** The municipality established the fire department and solely operates the fire department.
- Shared:** The municipality shares responsibilities for establishing the fire department with another municipality (or more).
- Agreement:** The municipality entered into an agreement to receive fire protection services from a fire department situated outside the territorial limits of the municipality.

**Section A: Community Information (continued)**

Municipality or Unincorporated Territory	Profile Number:

**5) Agreement Details**

Please list the fire protection agreements that the community has with other parties (municipalities, ministries, agencies, etc.).

NFPP-specific agreements are to be listed in the NFPP-only section.

**IMPORTANT**  **PLEASE CONFIRM** if the community participates in **mutual aid**.

Agreement with (Name of Party)	Indicate if the party receives or provides the services outlined in agreement.	Services Covered in the Agreement		
	<input type="checkbox"/> Receives <input type="checkbox"/> Provides	<input type="checkbox"/> Fire Suppression Services <input type="checkbox"/> Hazardous Material Responses <input type="checkbox"/> Vehicle Extrication Services <input type="checkbox"/> Surface Water Rescue <input type="checkbox"/> Ice Water Rescue <input type="checkbox"/> Swift Water Rescue <input type="checkbox"/> Other:	<input type="checkbox"/> Rope Rescue <input type="checkbox"/> Confined Space Rescue <input type="checkbox"/> Trench Rescue <input type="checkbox"/> Structural Collapse Rescue <input type="checkbox"/> Emergency Medical Responses <input type="checkbox"/> Fire Inspection/Enforcement <input type="checkbox"/> Fire Life Safety Education	<input type="checkbox"/> Dispatch/Communications <input type="checkbox"/> Incident Safety <input type="checkbox"/> Fire Investigations <input type="checkbox"/> Wildland Forest Fires
	<input type="checkbox"/> Receives <input type="checkbox"/> Provides	<input type="checkbox"/> Fire Suppression Services <input type="checkbox"/> Hazardous Material Responses <input type="checkbox"/> Vehicle Extrication Services <input type="checkbox"/> Surface Water Rescue <input type="checkbox"/> Ice Water Rescue <input type="checkbox"/> Swift Water Rescue <input type="checkbox"/> Other:	<input type="checkbox"/> Rope Rescue <input type="checkbox"/> Confined Space Rescue <input type="checkbox"/> Trench Rescue <input type="checkbox"/> Structural Collapse Rescue <input type="checkbox"/> Emergency Medical Responses <input type="checkbox"/> Fire Inspection/Enforcement <input type="checkbox"/> Fire Life Safety Education	<input type="checkbox"/> Dispatch/Communications <input type="checkbox"/> Incident Safety <input type="checkbox"/> Fire Investigations <input type="checkbox"/> Wildland Forest Fires



	<input type="checkbox"/> Receives <input type="checkbox"/> Provides	<input type="checkbox"/> Fire Suppression Services <input type="checkbox"/> Hazardous Material Responses <input type="checkbox"/> Vehicle Extrication Services <input type="checkbox"/> Surface Water Rescue <input type="checkbox"/> Ice Water Rescue <input type="checkbox"/> Swift Water Rescue <input type="checkbox"/> Other:	<input type="checkbox"/> Rope Rescue <input type="checkbox"/> Confined Space Rescue <input type="checkbox"/> Trench Rescue <input type="checkbox"/> Structural Collapse Rescue <input type="checkbox"/> Emergency Medical Responses <input type="checkbox"/> Fire Inspection/Enforcement <input type="checkbox"/> Fire Life Safety Education	<input type="checkbox"/> Dispatch/Communications <input type="checkbox"/> Incident Safety <input type="checkbox"/> Fire Investigations <input type="checkbox"/> Wildland Forest Fires
	<input type="checkbox"/> Receives <input type="checkbox"/> Provides	<input type="checkbox"/> Fire Suppression Services <input type="checkbox"/> Hazardous Material Responses <input type="checkbox"/> Vehicle Extrication Services <input type="checkbox"/> Surface Water Rescue <input type="checkbox"/> Ice Water Rescue <input type="checkbox"/> Swift Water Rescue <input type="checkbox"/> Other:	<input type="checkbox"/> Rope Rescue <input type="checkbox"/> Confined Space Rescue <input type="checkbox"/> Trench Rescue <input type="checkbox"/> Structural Collapse Rescue <input type="checkbox"/> Emergency Medical Responses <input type="checkbox"/> Fire Inspection/Enforcement <input type="checkbox"/> Fire Life Safety Education	<input type="checkbox"/> Dispatch/Communications <input type="checkbox"/> Incident Safety <input type="checkbox"/> Fire Investigations <input type="checkbox"/> Wildland Forest Fires
	<input type="checkbox"/> Receives <input type="checkbox"/> Provides	<input type="checkbox"/> Fire Suppression Services <input type="checkbox"/> Hazardous Material Responses <input type="checkbox"/> Vehicle Extrication Services <input type="checkbox"/> Surface Water Rescue <input type="checkbox"/> Ice Water Rescue <input type="checkbox"/> Swift Water Rescue <input type="checkbox"/> Other:	<input type="checkbox"/> Rope Rescue <input type="checkbox"/> Confined Space Rescue <input type="checkbox"/> Trench Rescue <input type="checkbox"/> Structural Collapse Rescue <input type="checkbox"/> Emergency Medical Responses <input type="checkbox"/> Fire Inspection/Enforcement <input type="checkbox"/> Fire Life Safety Education	<input type="checkbox"/> Dispatch/Communications <input type="checkbox"/> Incident Safety <input type="checkbox"/> Fire Investigations <input type="checkbox"/> Wildland Forest Fires
	<input type="checkbox"/> Receives <input type="checkbox"/> Provides	<input type="checkbox"/> Fire Suppression Services <input type="checkbox"/> Hazardous Material Responses <input type="checkbox"/> Vehicle Extrication Services <input type="checkbox"/> Surface Water Rescue <input type="checkbox"/> Ice Water Rescue <input type="checkbox"/> Swift Water Rescue <input type="checkbox"/> Other:	<input type="checkbox"/> Rope Rescue <input type="checkbox"/> Confined Space Rescue <input type="checkbox"/> Trench Rescue <input type="checkbox"/> Structural Collapse Rescue <input type="checkbox"/> Emergency Medical Responses <input type="checkbox"/> Fire Inspection/Enforcement <input type="checkbox"/> Fire Life Safety Education	<input type="checkbox"/> Dispatch/Communications <input type="checkbox"/> Incident Safety <input type="checkbox"/> Fire Investigations <input type="checkbox"/> Wildland Forest Fires

## Section B: Fire Department Information

Municipality or Unincorporated Territory	Profile Number

### 1) Contact Information

Fire Department Name	New Fire Department Name (if applicable)

Provide the complete mailing address (street, box, unit number, city, and postal code) and email address for the fire department.

Mailing Address:	City/Town:	Province	Postal Code

Provide the main email address of the fire department. Please use the fire chief's email if the fire department does not have a main email address.

Email Address

Provide the physical address of where the fire department's head office/main station is located.

Physical Address

Provide the primary telephone numbers that are used for the fire department.

Type of Phone Number	Phone Number	Extension
Business # (fire department's main line):		
Fax #:		
Satellite Phone #:		
Dispatch Contact # (communication dispatch centre):		

### 2) Labour Union/Association

If yes, please list the unions and their local numbers in the space provided. If more than one local number, separate using a comma (e.g. 1234, 4567)

Question	Answer
Are <b>career</b> firefighters represented by a labour union/association?	
Name of labour union/association:	Local #:
Name of labour union/association:	Local #:
Are <b>volunteer</b> and/or <b>part-time</b> firefighters represented by a labour union/association?	
Name of labour union/association:	Local #:
Name of labour union/association:	Local #:

### 3) Staffing Breakdown

Please report fire department members using the categories below. **Only count the person once.** The person should be counted in the category of their primary role (for example a fire prevention officer who also provides fire suppression should be reported in the "Prevention" category).

**Full-time:** Firefighters who are regularly scheduled, salaried and employed at least 35 hours per week.

**Part-time:** Firefighters who work scheduled hours but less than 35 hours per week and are not paid on a per call basis.

**Volunteer:** Firefighters who are paid an hourly rate, some other form of remuneration, or none, and do not work on any type of fixed or regular schedule.

Category	# Full-time	# Part-time	# Volunteer	Total Complement
Fire Chief				
Deputy/Assistant Chief				
Other Senior Officers				
<b>Suppression</b>				
Prevention				
Training				
Communications				
<b>Total Complement</b>				
<b>% of Suppression Personnel</b>				
<b>Department Classification</b>				

**Career:** A fire department that utilizes full-time or full-time equivalent (FTE) station-based personnel immediately available to comprise at least 50% of an initial full alarm assignment (NFPA 1710)

**Composite:** A fire department having emergency service personnel comprising less than 85% majority of either volunteer or career membership (NFPA 1720)

**Volunteer:** A fire department having volunteer emergency service personnel comprising 85% or greater of its department membership (NFPA 1720)

Suppression Staffing (Volunteer Only)	Total Count	Vacancies
Full Complement (assigned to suppression) <ul style="list-style-type: none"> <li>Municipal Fire Departments (as approved by council)</li> <li>NFPP Fire Departments (as reported by fire chief)</li> </ul>		

**Suppression** Positions primarily responsible for responding to emergency calls, combating fires, responding to other hazardous situations.

**Prevention** Positions primarily responsible for fire prevention and safety initiatives, education, and enforcement.

**Training** Positions primarily responsible for developing and implementing training programs to firefighters and other personnel.

**Communications** Positions primarily responsible for receiving emergency calls (dispatchers, radio operators, call centre staff, etc.)

**Full Complement** Total number of volunteer positions assigned to suppression.

**Vacancies** The number of unfilled positions that may exist due to resignations, terminations, newly created roles, etc.

#### 4) Vehicle Summary

Please only include vehicles that are in active service. **Do not include** vehicles that are retired from active service and are now used for historic reference and parade duty.

Where a vehicle serves multiple roles, classify based on the primary function of the vehicle. Do not count a vehicle twice.

Pumper	Tanker	CAFS System	Elevating Device	Rescue Unit	HazMat	Mobile Command Post	Rehab

##### **Pumper:**

A vehicle with a minimum fire pump rating of 3000L/m, carrying not less than 1135 L, usually equipped as triple combination (ladder, hose, and pump).

##### **Tanker:**

A vehicle capable of carrying a minimum of 4000L, it may have an onboard pump to discharge water, or may be gravity discharged.

##### **Compressed Air Foam System:**

A vehicle that is equipped with a Compressed Air Foam System (CAFS System) that is supported by a tank of water.

##### **Elevating Device:**

A fire apparatus with a permanently mounted, power-operated elevating device (including aerial ladders, aerial ladder platforms, telescoping aerial platforms, articulating aerial platforms, and elevating water delivery systems).

##### **Rescue Unit:**

Specialized, multi-use vehicles such as those with auto extrication, hi-rise or limited hazardous material capabilities and equipment without pump or water capacity.

##### **Hazardous Materials Vehicle:**

A vehicle whose primary purpose is to respond to hazardous materials incidents with staff, equipped with personal protective equipment, decontamination equipment, tools & resource material that would be required for the level the fire department is trained to.

##### **Mobile Command Post:**

A vehicle whose purpose is to provide a mobile, identifiable, secure self-contained command and communications post; usually equipped to provide a communications and work area, galley/rest area and a command and conference area for command staff.

##### **Rehab:**

A vehicle whose purpose is equipped to provide emergency responders with immediate medical attention including rehydration, treatment of smoke inhalation, and prevention of life-threatening conditions as heatstroke and heart attack.

## 5) Resources and Equipment Summary

Please report the quantity for each of the categories below.

Resources	Quantity
Fire Stations: List number of active fire stations.	
Mobile Light Unit: A unit on the vehicle whose specific purpose is to carry lighting, cable and generator equipment to light up a large-scale incident scene.	
Mobile Air Unit: A unit on the vehicle that contains a cascade system or compressors to refill self-contained breathing apparatus at the scene of an emergency.	
Fire Boats: Number of boats dedicated to fire suppression services. A fire boat is a specialized watercraft with pumps and nozzles designed for fighting shoreline and shipboard fires.	
Water Rescue Boats: Number of boats dedicated to water rescue. A rescue boat is a vessel designed to assist during rescue operations to rescue a person in distress and are designed for the sole purpose of rescuing people.	
HazMat Trailer: A trailer used to respond to hazardous materials incidents, equipped with PPE, decontamination equipment, tools and resource material.	
Portable Generators: Number of portable electricity generators.	
Portable Pumps: Number of portable water pumps.	
Utility Terrain (UTV) and/or All Terrain Vehicles (ATV): Used for emergency services.	

Please report the number of self-contained breathing apparatus.

SCBA	Quantity
MSA	
Draeger	
Scott	
Survivair	
Interspiro	
Other	
If Other, Specify Type	

Please report the number of spare cylinders.

Spare Cylinders	Quantity
2216 psi	
4500 psi	

Please answer if the fire department has the equipment below.

Equipment	Yes/No
Extrication Equipment (hand): Hand-powered rescue tools such as cutters, spreaders, door busters, etc.	
Extrication Equipment (power): Equipment with engine-powered rescue tools.	
Lifting bags: Used to lift heavy objects up to help victims who are trapped under objects.	
Fixed Air Fill Stations: A station that provides for the refill of cylinders.	
High Volume Water Supply: The fire department has at least 500' (150 cm) of 4" (100 mm) or 5" (130 mm) hose.	

## 6) Training and Certifications

**# Trained:** The number of firefighters that the fire chief considers trained to meet the obligations of the Occupational Health & Safety Act.

**# Certified:** The number of firefighters who have been certified to NFPA standards (including IFSAC, ProBoard or OFM Grandfathered) OR Ontario Seal (including OFM Legacy)

Please answer if the fire department has personnel trained or certified as Company Officer.

Company Officer	#Trained	#Certified
NFPA 1021 Fire Officer I		
Team Lead – Interior (Ontario Seal)		
Team Lead – Exterior (Ontario Seal)		

Please answer if the fire department has personnel trained or certified in Pumper Operations.

Pumper Operations	#Trained	#Certified
NFPA 1002 (with MTO D License)		
Pump Ops (no D License) (Ontario Seal)		

## 7) Core Services

Please identify the services provided by the fire department and/or through contract.

Indicate # of trained and # of certified personnel equipped to deliver service (**in-house only**)

**Only count the person once per service.**

**Awareness level:** The minimum capability of individuals who respond to technical search and rescue incidents.

**Operations level:** The capability of individuals to respond to technical search and rescue incidents and to identify hazards, use equipment, and apply limited techniques to support and participate in above-noted incidents.

**Technician level:** The capability of individuals to respond to above-noted incidents and apply advanced techniques necessary to coordinate, perform and supervise technical search and rescue incidents.

**7.) Core Services: Example Provided for Hazardous Material Responses (Please note it is acceptable to provide hybrid delivery of a core service)**

Does the fire department provide this service:		# Trained	# Certified
Identify to what level the service is provided:	<input type="checkbox"/> Technician <input type="checkbox"/> Operations <input type="checkbox"/> Awareness		

Are these services also provided under fire protection agreement:	Assigned risk level per CRA (optional):
---	---

**7.a) Core Services: Fire Suppression Services**

Does the fire department provide this service:		# Trained	# Certified
Identify to what level the service is provided:	<input type="checkbox"/> Full Service (NFPA 1001 FF2) <input type="checkbox"/> Interior Attack (Ontario Seal) <input type="checkbox"/> Exterior Attack (Ontario Seal)		

Are these services also provided under fire protection agreement:	Assigned risk level per CRA (optional):
---	---

**7.b) Core Services: Hazardous Material Responses**

Does the fire department provide this service:		# Trained	# Certified
Identify to what level the service is provided:	<input type="checkbox"/> Technician <input type="checkbox"/> Operations <input type="checkbox"/> Awareness		

Are these services also provided under fire protection agreement:	Assigned risk level per CRA (optional):
---	---

**7.c) Core Services: Vehicle Extrication Services**

Does the fire department provide this service:

Identify to what level the service is provided:

- Technician
- Operations
- Awareness

# Trained

# Certified

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**7.d) Core Services: Surface Water Rescue**

Does the fire department provide this service:

Identify to what level the service is provided:

- Technician (Entry/Boat)
- Operations (Shore)
- Awareness

# Trained

# Certified

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):



**7.e) Core Services: Ice Water Rescue**

Does the fire department provide this service:

Identify to what level the service is provided:

- Technician (Entry/On-Ice/Boat)
- Operations (Shore)
- Awareness

# Trained

# Certified

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**7.f) Core Services: Swift Water Rescue**

Does the fire department provide this service:

Identify to what level the service is provided:

- Technician (Entry/Boat)
- Operations (Shore)
- Awareness

# Trained

# Certified

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**7.g) Core Services: Rope Rescue**

Does the fire department provide this service:

Identify to what level the service is provided:

- Technician
- Operations
- Awareness

# Trained

# Certified

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**7.h) Core Services: Confined Space Rescue**

Does the fire department provide this service:

Identify to what level the service is provided:

- Technician
- Operations
- Awareness

# Trained

# Certified

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**7.i) Core Services: Trench Rescue**

Does the fire department provide this service:

Identify to what level the service is provided:

- Technician
- Operations
- Awareness

# Trained

# Certified

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**7.j) Core Services: Structural Collapse Rescue**

Does the fire department provide this service:

Identify to what level the service is provided:

- Technician
- Operations
- Awareness

# Trained

# Certified

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**7.k) Core Services: Emergency Medical Responses**

Does the fire department provide this service:

Identify to what level the service is provided:

- Emergency Medical Responder (and AED)
- Emergency First Responder (and AED)
- Advanced First Aid and AED
- Basic First Aid and AED
- Basic First Aid (no AED)

Do you have a tiered response agreement?

Do you have medical oversight?

**7.l) Core Services: Fire Inspection/Enforcement**

Does the fire department provide this service:

Identify to what level the service is provided:

- Fire Inspection Level 1
- Fire Inspector Level 2

# Trained

# Certified

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**7.m) Core Services: Fire Life Safety Education**

Does the fire department provide this service:

Identify to what level the service is provided:

- Fire Life Safety Educator Level 1

# Trained

# Certified

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**7.n) Core Services: Dispatch/Communications**

Does the fire department provide this service:

Identify to what level the service is provided:

- Emergency Communicator Level 1 (Call Taker Only)
- Emergency Communicator Level 2 (Call Taker Dispatch)

# Trained

# Certified

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**7.o) Core Services: Incident Safety**

Does the fire department provide this service:

# Trained

# Certified

Identify to what level the service is provided:

Incident Safety Officer

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**7.p) Core Services: Fire Investigations**

Does the fire department provide this service:

# Trained

# Certified

Identify to what level the service is provided:

Fire Investigator

Are these services also provided under fire protection agreement:

Assigned risk level per CRA (optional):

**Assigned risk level:** Refer to section 5.0 of Community Risk Assessment Guideline (OFMEM-TC-02-2019) for information on assigned risk levels.

# STEPPING INTO FIRE: ESSENTIAL SKILLS, TRAITS & CULTURE FOR NEW FIREFIGHTERS A MULTI-HOUR TRAINING PROGRAM



*This course introduces new volunteer and career firefighters to the fire service, covering their roles, responsibilities, and community impact. Learn about the types of calls firefighters respond to, the qualities needed for success, and the culture of the fire service.*

## TOPICS INCLUDE:

- **Introduction to the Fire Service:** History, structure, and the role of volunteers vs. career firefighters.
- **Types of Calls:** Fires, medical emergencies, hazardous materials, rescues, and public service.
- **Roles & Responsibilities:** Rank structure, teamwork, emergency response, and community outreach.
- **Key Qualities of a Good Firefighter:** Fitness, mental resilience, adaptability, empathy, and problem-solving.
- **Public Interaction:** Communication, cultural sensitivity, media relations, and public trust.
- **Fire Service Leadership & Promotion:** Overview of promotional processes and testing.
- **Community Role:** Fire prevention, education, and participation in local events.

*This course outline serves as a foundational introduction for new firefighters, setting the stage for their ongoing education and career development in the fire service. All Firehouse Training attendees will receive a certificate of completion, in accordance with NFPA Standards and the Leadership Development of Canada.*



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**From:** Gary McRae <[GMcRae@deeperiver.ca](mailto:GMcRae@deeperiver.ca)>

**Sent:** September 6, 2024 8:48 AM

**To:** Horton Fire Chief <[firechief@hortontownship.ca](mailto:firechief@hortontownship.ca)>; Chief Aurel Thom <[firechief@southalgonquin.ca](mailto:firechief@southalgonquin.ca)>; Chief Bill McHale <[billmchale16@icloud.com](mailto:billmchale16@icloud.com)>; Chief Chris Sarazin <[chrissarazin53@gmail.com](mailto:chrissarazin53@gmail.com)>; Chief Cory Quade ([firechief@madawaskavalley.ca](mailto:firechief@madawaskavalley.ca)) <[firechief@madawaskavalley.ca](mailto:firechief@madawaskavalley.ca)>; Chief Craig Proulx ([craig.proulx@forces.gc.ca](mailto:craig.proulx@forces.gc.ca)) <[craig.proulx@forces.gc.ca](mailto:craig.proulx@forces.gc.ca)>; Chief Darryl Wagner <[fire@eganville.com](mailto:fire@eganville.com)>; Chief Dave Hartwick ([firechief@mcnabbraeside.com](mailto:firechief@mcnabbraeside.com)) <[firechief@mcnabbraeside.com](mailto:firechief@mcnabbraeside.com)>; Gary McRae <[GMcRae@deeperiver.ca](mailto:GMcRae@deeperiver.ca)>; Chief Jonathan McLaren <[jmclaren@whitewaterregion.ca](mailto:jmclaren@whitewaterregion.ca)>; Chief Jordan Genrick <[firechief@blrtownship.ca](mailto:firechief@blrtownship.ca)>; Chief Kelly Serson <[kelly.serson@cnl.ca](mailto:kelly.serson@cnl.ca)>; Chief Kevin R Champ <[firechief@nalgonawil.com](mailto:firechief@nalgonawil.com)>; Chief Kevin Waito <[fire\\_lh@laurentianhills.ca](mailto:fire_lh@laurentianhills.ca)>; Chief Mike Guest ([mguest@renfrew.ca](mailto:mguest@renfrew.ca)) <[mguest@renfrew.ca](mailto:mguest@renfrew.ca)>; Chief Rick Desarmia <[rdesarmia@arnprior.ca](mailto:rdesarmia@arnprior.ca)>; Chief Robert P Gareau <[firechief@khrtownship.ca](mailto:firechief@khrtownship.ca)>; Scott Selle <[sselle@pembroke.ca](mailto:sselle@pembroke.ca)>; LVT Fire Chief <[firechief@lvtownship.ca](mailto:firechief@lvtownship.ca)>; Chief Tyler Jordan <[firechief@greatermadawaska.com](mailto:firechief@greatermadawaska.com)>; Mike Fortier <[mfortier@hortontownship.ca](mailto:mfortier@hortontownship.ca)>

**Cc:** Boxall, Justin <[justin.boxall@cnl.ca](mailto:justin.boxall@cnl.ca)>

**Subject:** MOH/County of Renfrew Contract for Fire Department Dispatch

All,

Yesterday, the Communications Joint Steering Committee attended a meeting in Pembroke to discuss the plans for the Renfrew Fire Department Dispatch Services, specifically the contract between the MOH and the County of Renfrew. The primary purpose of the meeting was to get an update on any changes to the Schedule D -CACC Rate Structure and any plans for capital expenditures so municipalities may prepare for 2025 budget. Present at the meeting were four MOH representatives, Chief Selle, Chief Quade and myself. Absent was Mike Nolan. There was no representative from the County of Renfrew.

Since there was no representative from the County of Renfrew at the meeting and to prepare for the 2025 budget, I recommend that each of the Chiefs request their CAO and/or Council contact the County and request an update on the County of Renfrew By-law 124-21, Schedule D -CACC Rate Structure and any plans for capital expenditures in 2025.

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If you have any questions, let me know.

Gary



**Gary McRae**

Fire Chief

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August 27, 2024

Craig Kelly  
Chief Administrative Officer  
County of Renfrew  
9 International Dr.  
Pembroke, ON K8A 6W5

Dear CAO Kelly,

**Subject: Request for Inclusion in County Meetings & Committees**

I hope this letter finds you well. I am writing on behalf of the Renfrew County Fire Chiefs Association, an association which values the relationship with the County of Renfrew and is committed to contributing positively to each of the municipalities, the County and the wellbeing of all residents.

One of the mandates of the Renfrew County Fire Chiefs Association is to develop clear and consistent messaging on fire related concerns where a County-wide response is required. In order to achieve this mandate, an improved method for communicating with Renfrew County Council on these matters in a professional and consistent manner is required.

Therefore, the Renfrew County Fire Chiefs Association respectfully requests that a representative from our Association meet with County representatives to determine the best path forward for an Association representative to participate at County of Renfrew meetings and/or committee meetings which fall within the Association's mandate and purpose. Our participation in these meetings would provide valuable insight and foster a more comprehensive understanding of the issues and opportunities facing our County

We understand the importance of maintaining a structured and efficient meeting process and assure you that our representative will be fully prepared and respectful of the meeting protocols. We are eager to collaborate closely with your office and other stakeholders to achieve our objective of a fire safe County.

We kindly request a meeting at your earliest convenience to discuss this proposal further and to determine how we can best contribute to the ongoing efforts of the County of Renfrew. Please feel free to contact myself at 613-735-6821 ext. 1214 or [sselle@pembroke.ca](mailto:sselle@pembroke.ca) to schedule this meeting or to discuss any questions you may have.



Thank you for considering our request. We look forward to the opportunity to work more closely with you and to contribute to the continued growth and development of the County of Renfrew.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Selle".

Scott Selle  
Fire Chief, Pembroke Fire Department  
Vice Chair, Renfrew County Fire Chiefs Association  
County of Renfrew Mutual Aid Coordinator