



ONTARIO ASSOCIATION OF FIRE CHIEFS

Leading innovation and excellence in public and life safety

February 5, 2024

Vice President Jeremy Parkin
Fire Chief
Rama Fire & Rescue Services

RE: 2024 Mandate Letter

Dear Vice President Parkin,

Thank you for your commitment to serving as an Ontario Association of Fire Chiefs (O AFC) Director and as the Association's Vice President. The O AFC plays an important role in ensuring firefighter and public safety, and your dedication and willingness to do more will leave an enduring legacy on the Ontario Fire Service.

The purpose of this letter is to outline the O AFC's priorities and expectations for the upcoming year, and to provide an open, transparent and formal mandate to you for the 2024 term specific to your areas of designated responsibility.

For the 2024 term, the O AFC has the following priorities that Directors are tasked with supporting and achieving:

- Improving member engagement & communication, including re-imaging the Provincial Advisory Committees and how to engage and represent members from all fire departments.
- Ensuring the continued success of O AFC events, and modernizing the Conference and Trade Show to ensure that it provides value to all members.
- Re-evaluating and improving member services and Chief Officer support, including completion of a "Chief Officer 101" program and implementation of a Chief Officer Peer Support Program.
- Strengthening our government relations & advocacy, including hosting another Queens Park Advocacy Day, having an increased presence at the AMO conference, maintaining regular engagement with key Ministries and providing all members with government relations speaking points to ensure consistent messaging.
- Ensuring effective business operations for the O AFC & OFAI, including ensuring staff are supported, diversification of revenue, and improvements to the Candidate Testing Services program.
- Conducting a comprehensive governance review, including constitution, code of conduct, election process and resolution process; and ensure adherence to the Ontario Not for Profit Corporations Act (ONCA).



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For the 2024 term, in addition to your role as a Director, I am appointing you as the Board Chair of the Diversity, Equity & Inclusivity (DEI) Committee, as the Board Alternate of the Training & Education Committee, as Chair of the Governance Committee and as a liaison to Fire Service Women of Ontario (FSWO) and the Ontario Native Firefighters Association.

My expectations, as it relates to the oversight of the Diversity, Equity & Inclusivity (DEI) Committee, is as follows:

- The Diversity, Equity & Inclusivity (DEI) Committee will meet quarterly (at minimum) with at least one in person meeting at the AGM
- Those meetings will be scheduled in advance for 2024 so that attendees have them locked into their calendars
- As the Board Chair, you are responsible for preparing the agenda and distributing it at least one week in advance of the meeting
- As the Board Chair, you are responsible for preparing meeting minutes and distributing them at least four weeks following the meeting
- In addition to these meetings, you shall maintain regular dialogue with the Diversity, Equity & Inclusivity (DEI) Committee members, ensuring the OAFChiefs remains aware of emerging issues and offers support to members as quickly and effectively as possible

In addition to the Diversity, Equity & Inclusivity (DEI) Committee expectations, I ask that you be the Board Alternate for the Training & Education Committee and assist the Board Chair with meeting their mandate, as well as replacing them as required.

For the 2024 term, you were also elected as Vice President, which in turn makes you a member of the Executive & Human Resources Committees. As Vice President, your primary function is to assist and support the President with the overall leadership of the organization, and to represent them in their absence.

As a member of the Executive, you will assist the President with the strategic oversight of the Board of Directors, with Government Relations & Advocacy and with ensuring the effective function of the organization.

As a member of the Human Resources Committee, you will assist with hiring, supervising, and evaluating the Executive Director; monitoring and ensuring compliance with human rights, employment standards and occupational health and safety legislation; approving human resources policies; ensuring guidelines are in place for setting compensation and approving the salary grid and ensuring funds are available for professional development and training of staff.



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Specific to your role on the Governance Committee, in 2024 we ask that this group conduct a comprehensive constitutional review that includes formalizing modernized processes related to Director and Executive elections, resolutions and member & Director codes of conduct. Additionally, by October, the Governance Committee is asked to ensure adherence to the Ontario Not for Profit Corporations Act (ONCA).

Specific to your roles as a Liaison to the Fire Service Women of Ontario (FSWO) and Ontario Association of Fire Training Officers (OAFTO), these relationships and partnerships are key to our success and as a liaison, our expectation is that you maintain an open line of communication and engage these groups as required.

On behalf of the Ontario Association of Fire Chiefs, thank you for your contributions to making the Ontario Fire Service better and safer.

Yours truly,

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

Deputy Chief Rob Grimwood
President

cc: Mark MacDonald, Executive Director