



# Ontario Association of Fire Chiefs Large Urban Advisory Committee Meeting

---

In-person, Radisson Hotel Kitchener  
Monday, June 11, 2018  
1:00pm

**Participants:** Dave Decker, Dave Cunliffe, Lori Hamer, Deryn Rizzi, Bill Boyes, Jon Rehill, Tim Beckett, Kim Ayotte, Stephen Laforet

**Regrets:** Matt Pegg

**Guests:** Kalpana Rajgopalan

**Minute taker:** Michelle O'Hara

## 1. Welcome and Introductions - Mississauga

- Provided a welcome to the 2<sup>nd</sup> official O AFC Large Urban Committee and thanked Kitchener for hosting. Newcomers were also welcomed to the meeting which included Chief Deryn Rizzi, Chief Steve Laforet, Chief Steve Kraft, Interim Chief Kim Ayotte and Interim Chief Lori Hamer.
- Kalpana Rajgopalan is joining us today to review the certification regulations. Kalpana is now with Mississauga.
- Note that Chief Rehill has made reservations for the committee at 6:00pm at Charcoals.
- It was noted that tomorrow's meeting will be in the room next door.
- Inclusivity/diversity update will be added to the agenda tomorrow.

## 2. Additions to the Agenda

- NFPA 1061. Add to training discussion.
- Benchmarking and trucks out of service.
- Return to work for PTSD.

## 3. Declaration of Conflict of Interest

- None declared.

## 4. Approval of Minutes from the Last Meeting

**Motion:** The meeting minutes from March 5, 2018 are approved.

Moved by Bill Boyes

Seconded by Dave Cunliffe

**Carried**



## Ontario Association of Fire Chiefs Large Urban Advisory Committee Meeting

---

### 5. Training Models to Support Regulation Compliance

- Kalpana is attending today to assist with questions the committee may have in regards to the regulations.
- It was noted that Kalpana has now been appointed to the OAFCA Training Committee.
- Hamilton noted that they had a meeting with Lyle Quan from AS&E on Thursday, June 7, 2018.
- It was noted that Lyle will not be the Acting Manager by the end of the month and will not be staying with AS&E.
- In regards to the regulations, it was noted that the government changed the certification requirements last minute, without consultation. It was noted that the regulation that was passed was not what was recommended by the Tech Table.
- Original recommendations were supposed to be on a go-forward basis, not retroactive. Was identified that capacity is going to be an issue.
- As per the grandfathering requirements, you must have 5 years in the role before being eligible for grandfathering, based on the rules.
  
- **NFPA 1021 discussion**
  - Vaughan advised that they notified all acting captains that they must have certification by the deadline. They are completing an audit of certification requirements. It was noted that you can complete 1021 in class or online.
  - There are significant numbers of officers in Hamilton and Windsor that will be required to be certified.
  - Mississauga noted that the Fire Officer I is in their collective agreement.
  - The committee discussed the impact of collective agreements and certification.
  - Volunteer/fulltime issues were discussed pertaining to implementing a 1021 course, as it relates to actual training and funding. Overtime issues were discussed.
  - There is significant concern regarding the capacity of AS&E to handle and support departments.
  - It was noted that you should grandfather as many people as you can for Fire Officer I. Noted that 1001 is a pre-requisite and 1041 is a co-requisite.
  - It was noted that a supervisor can sign off on the practical for 1041 and 1021. Accessing the exam is the major concern.
  - A clarification point was raised regarding 1021 grandfathering (captains program being delivered internally). Based on knowledge, an officer who has been performing the role for 5 years before the end of Dec 2015 can grandfather, if they were taught from the OFC binder. If not, may be an issue.
  - The timing is the largest issue. With collective agreements and experience levels many departments will be limited on number of staff to promote.
  
- **Testing, training, evaluator challenges**
  - A larger discussion ensued regarding costs as it pertains to program development, training (delivering) and evaluation.



## Ontario Association of Fire Chiefs Large Urban Advisory Committee Meeting

---

- Training if online will be okay, testing will be the issue.
  - It was noted that the Fire Officer course at the OFC is not up to par. If you have your own program, it more than likely it exceeds the OFC course.
  - It was noted that the Jones & Bartlett is far superior to the OFC course.
  - It was noted that Windsor, Richmond Hill, Vaughan, Mississauga and London all use the Blue Card Incident Command Certification Program.
  - A discussion was had about curriculum from Resource One, Jones & Bartlett and the OFC for 1001 I & II.
  - Resource One is good for in-class instruction. Jones & Bartlett was noted as better for online training and is more interactive.
  - Fire College courses are all 40 hours.
  - The committee discussed the potential of buying power with Jones & Bartlett through the urban chiefs for officer programs.
  - It was noted that 1021 should not be an OFC course. It should be taught through training from actual supervisors.
  - Biggest gap is the fire officer program. Fire Chiefs should invest in this program.
  - It was noted that potentially larger departments can serve as lead evaluators. This was tabled to the OFMEM, who was receptive but the issue is timing.
  - It was noted that there was a proctoring pilot of this model. Hamilton/Mississauga has some of their own proctors.
  - There was discussion regarding OFMEM funding for online testing, however it was noted that it was not spent at year-end and it is not known if the OFMEM got the funding back.
  - Committee discussed a push for shortening timelines on getting a lead evaluator process
  - Marking exams is an issue. Would be better if the fire service had access to exams. It was noted that solutions exist currently using Scantron. It was noted that the OFMEM has concerns about the control mechanism. They don't want to allow FD access to exams as test bank/results are not mass distributed – leads to quality control issues.
  - Each department discussed the addition of training officers in their applicable departments over the next few years, which all noted is increasing (1-4)
  - It was noted that the cost is approx. 10-15,000 per person for certification.
  - Training and challenges with the 24-hour shift was discussed.
- Brampton brought forward a union letter which was discussed with the committee.
  - The committee had a discussion regarding the new PC government and Doug Ford. The new government may have a much different view on the challenges with the regulations.
    - It was discussed whether AMO will lobby the government regarding the standards. Many municipalities won't make the deadline.



## Ontario Association of Fire Chiefs Large Urban Advisory Committee Meeting

---

- The committee suggested that the OAFB Board should have discussions with the new government and align with AMO regarding funding and timelines. In the meantime, the committee agreed that departments should grandfather as many as possible by the September deadline.
- An overview of the regs. was discussed regarding timelines (retroactive vs go-forward).
  - When you hire as of July 1, 2019 for suppression, you will have two years to certify to 1001, 472 & OPS.
  - 1002 – go-forward. Must have training records.
  - 1035 – go-forward basis
  - 1006 – go-forward basis
  - As of January 1, 2020 1021, 1031, 1033, 1041, 1061, 1072. Anyone performing these roles must be certified.
- If you don't have all staff certified, have an implementation plan in place.
- When transitioning to NFPA standards, the focus was on pro-quals. Operational guidance was not discussed.
  - NFPA 1006 and NFPA 1670 must be discussed hand-in-hand. This all ties into NFPA 1710. Subsequently NFPA 1072 is the pro-qual, NFPA 472 is the operational piece.
  - The pro-quals were never intended to get into fire department operations.
- A clarification point was discussed about why you aren't given a certificate when grandfathering. When grandfathering came into effect as part of the transition to NFPA Standards, IFSAC/ProBoard were only concerned about the seal as they don't want to "dilute" the standards.
- With so many issues at the forefront from these regs, it was discussed that the Large Urban Fire Chiefs align their deputies in a meeting so they can discuss advancing training and resourcing collectively.
- **NFPA 1006**
  - Up for revision right now. The 2021 versions has been short cycled due to the issues with the 2017 standard.
  - A question was raised as to whether the OFMEM is certifying to the 2017 standard or the 2021 standard. If 2021, that means testing won't be available until 2023. The regulation states 2021. The committee expressed that the fire service needs to know what they will be certifying to. This will impact how departments build their programs.
  - It was noted that the packaged curriculum from Jones & Bartlett (2013), with minor revisions, can still be used to train, you just won't have a testing bank.
  - Issues regarding the 2017 Standard were discussed.
  - Where is the path to 1006 training? No distinctive path.



## Ontario Association of Fire Chiefs Large Urban Advisory Committee Meeting

---

- **NFPA 1061**
  - There is no grandfathering for dispatchers.
  - It was noted that currently there is no “off-the-shelf” course that is available for 1061
  - If possible, pool resources, share what they are doing.
  - A discussion was had about the APCO program. Depts. can take their course and then challenge the provincial course. Kitchener is doing testing in September.
  - Mississauga had a person do the train-the-trainer for Level I & II. The difference between courses was terminology from Mississauga and the APCO information.
  - A discussion was had about how 1061 affects new firefighters. It was noted that 1001 gives you broad ability from answering calls to doing basic public however the OAFB advised that if your firefighters are doing dispatch then they should be certified to 1061 (in briefing note). This information came right from AS&E.
  - Kalpana advised that firefighters do not need to have 1061 level I to do dispatch.
    - It was noted that there needs to be clarification as to the role of a firefighter and dispatch, do they need certification, and if not, what is the latitude to do what is contained in 1001.
    - This needs to be tasked to the training committee.
  
- **Summary**
- The committee reiterated that alignment between fire services, in particular the largest 12 in the province, will help push changes at the OFMEM level. If all fire services can't comply with the regs. how can they enforce?
- Kalpana left the meeting at 3:05pm
- Vaughan to send a draft copy of the template regarding grandfathering.
- It was noted that the committee needs to identify concerns and report back to the OAFB Board as per the ToR.

**ACTION ITEM: That the following items be brought forward to the OAFB Board of Directors**

- NFPA 1021 Fire Officer I grandfathering. Would like the OAFB Board to lobby the OFMEM to extend grandfathering period from the current 14/15 requirements.
- The committee agreed that a process to mark their own exams, and have an established proctors and evaluator system is required. Why can't departments evaluate/test each other?
- NFPA 1006. Clarification regarding which version of the Standards will be tested, 2017 or 2021. If 2021, how can they achieve this with the regulation enforcing 2021?



## Ontario Association of Fire Chiefs Large Urban Advisory Committee Meeting

---

- NFPA 1061 firefighters working in dispatch. Clarification is required regarding 1001, whether or not it is required for a fill in operators.

**ACTION ITEM:** Convene a meeting with Large Urban Committee deputy chiefs to share strategies and resources. Report back to committee.

**ACTION ITEM:** The Large Urban Committee would like the OAFC to table the following issues with the government in regards to the regulations;

- Budgeting/funding concerns.
- Implementation, timing and development of online testing.

### **6. Questions/Responses from AS&E**

- See above.

### **7. Union Letter**

- See above

### **8. Transitional Fire Attack**

- Hamilton discussed transitional fire attack, and queried the committee as to whom are using it. There is a large amount of research on this topic.
- The committee defined transitional fire attack - initiated by an exterior indirect handline operation, into the fire.
- It was noted that both Markham and Kitchener are using this method and have an applicable training program.
- Much of the angst from the fire service is due to knowledge and cultural shift from older suppression FF to younger, and new technology.
- It was noted that there is applicable research to support this. In addition it was suggested that an awareness campaign through your depts. health and safety program will help FF understand this method.
- Ottawa gave an overview of what they are doing and reiterated that the tactical decisions lays with incident command.
- It was noted that NFPA 1410 utilizes this to put procedures in place.
- Vaughan showed an example.

### **9. Personal Emergency Leave (PEL) Days**

- A discussion was had regarding personal emergency leave (PEL) as it pertains to the 24-hour shift.
- The committee was looking for clarity regarding the definition of a PEL for a 24-hour shift (does the shift account for one or two days)
- Majority of the response is that the first two days are based on 2, 24-hour shifts.
- The committee discussed how PEL interacts with the current collective agreements.
- There was discussion regarding ESSC and why departments and municipalities aren't working together on this issue.



## Ontario Association of Fire Chiefs Large Urban Advisory Committee Meeting

---

- A discussion regarding what each department does for PEL days. It was noted that the committee would like further legal clarification on how PEL affect the 24-hour shift.
  - It was noted that some departments uses their PEL as part of their “sick” bank. Some do not.
  - It was noted that FF get the greater benefit.
- It was discussed that this should be brought forward to the ESSC through the O AFC.
- Mississauga discussed the history of the ESSC relationship with the O AFC. It has been in the past few years that fire services have been more active with this group.
  - ESSC invited fire service members to their recent labour forum.
  - It was noted that OMHRA has funding to update the LRIS. It was suggested that the O AFC ask for more proper metrics to be obtained from this system.
  - Potential interest to meet with the ESSC (potentially 3-5 chiefs). This could help with coordinated bargaining and fix the LRIS as it pertains to contracting out, sick leave banks, total compensation, coordinated bargaining, automatic aid, etc.
  - If there is any interest in sitting on the working group, Mississauga will get the contact information to ESSC.
- It was noted that the large urban chiefs could potentially meet with labour relations/HR personnel when speaking about negotiations, PEL’s etc. Good time to do this would be at the LRS conference. Good forum to share concerns.

**ACTION Item: Follow up on working with the O AFC/ESSC/OMHRA regarding the LRIS and meeting at the Labour Relations Seminar.**

- There was a query as to why Oakville and Burlington are not on the committee. It was noted that their population size is still under 200,000.

### **10. Labour Negotiations Update**

- Labour updates were provided.
- Vaughan to provide an article about gifting vacation days to the committee.

**Meeting adjourned to tomorrow.**



# Ontario Association of Fire Chiefs

## Large Urban Advisory Committee Meeting

---

Tuesday, June 12, 2018  
8:00am to 12:00pm

**Participants:** Dave Cunliffe, Lori Hamer, Deryn Rizzi, Bill Boyes, Jon Rehill, Tim Beckett, Kim Ayotte, Stephen Laforet, Matt Pegg

**Regrets:** Dave Decker

**Guests:** Kalpana Rajgopalan

**Minute taker:** Michelle O'Hara

### 1. Welcome and recap - Mississauga

- Mississauga provided a welcome on Day Two. Welcomed Toronto.
- Provided a quick update on yesterdays' meeting. Spoke about regulations and Lyle leaving AS&E.
- Discussed the Deputy's meeting regarding pooling resources for the regs. Doodle poll will be going out on Friday. Spoke with Deputy Martin (Kitchener) to host the next meeting.
- Information sharing on the PEL.
- Discussed labour relations updates around the table.
- Mississauga to obtain information on the ESSC regarding the LRIS/OHMRA and distribute to committee.
- Training needs with the large departments, the size of the urban population – strength to take back to the OFMEM.
- Update on the constitutional amendments.

### 2. Provincial Communication/Dispatch Centre Framework

- Update from Kitchener. Advised that Cambridge is moving dispatch to Kitchener. Stratford moving to Kitchener CAD.
- The committee discussed larger CACC fire centres. It was noted that in some areas, police are looking to take on fire dispatch and the committee queried whether this is happening anywhere else in the province.
- Comms. plans around the table was discussed.

### 3. PTSD Return to Work

- The committee discussed a meeting with Vaughan, Kingston, Kitchener, Burlington, the IAFF and MOL. Toured the IAFF Centre of Excellence facility. Great meeting.
- Kitchener will be hosting the next meeting on June 26, 2018. After this meeting and update will be provided to the Large Urban Committee.
- A discussion was had about those off on PTSD, return to work strategies and modified work duties.





## Ontario Association of Fire Chiefs Large Urban Advisory Committee Meeting

---

- Brampton gave an update regarding the meeting with WSIB Executives and members/board members of the O AFC. A big part of the discussion was return to work. Challenges were tabled that WSIB was not aware of.
  - It was noted that WSIB caseworkers are struggling with caseloads (mentally) and are also getting replaced.
  - Claims are starting to be denied.
- The committee discussed the need to find a way of testing resiliency. Perhaps OFAI can look into this issue. Possible to look into resiliency testing in the National Fire Select Test, which is already doing interpersonal skills screening.
- A discussion was had about psychometric testing, both pros and cons.
- Toronto discussed the benefits of OFAI CTS. Limits liability to the municipality.
- A discussion was had whether there were any statistics on police PTSD claims vs. fire. Potentially ask the Police Chiefs Association for data on PTSD claims.

**ACTION ITEM:** That Kitchener report back to the committee on the WSIB meeting on June 26, 2018. That Brampton provide additional information on O AFC/WSIB outcomes.

#### 4. Diversity and Inclusivity

- Michelle gave an overview of the OFAI Inclusivity and Diversity working group. It was noted that this project will take time based on the scale and lack of data. Working with diversity/inclusivity consultants. Major research project to start. Goal is to build a framework that everyone can use.
- Michelle gave an update on OFAI. Current number of departments. Discussed advisory board and their role.
- Brampton advised on their community engagement strategy.
- Toronto provided an update and report on the Toronto process. They include 1031 and 1035 in their recruitment class. Discussed their inclusion plan working group, the design and building of their ambassador program (modeled from the police), in which every TFS member will have to take. Advised that recruitment is outpacing the volume of diversity in the candidate pool.
- Vaughn discussed an IAFC member survey and shared information with the committee regarding a diversity/inclusive program.
- CAFC committee is working on inclusivity and working on data.
- A discussion was had regarding FSWO.
- A discussion was had regarding hiring groups and who sits on the hiring panel.
- Inclusivity/diversity panel in Kitchener, diversity committee rep sits on the hiring panel. Also has a larger hiring panel – firefighter panel/management panel.
- Women firefighter event this weekend – Women in firefighter narrative project in Hamilton. Workers Art & Heritage Centre.



## Ontario Association of Fire Chiefs Large Urban Advisory Committee Meeting

---

### 5. Roundtable Discussion

- The committee discussed items of interest in their departments.
- Ottawa: Liked the meeting and hope to participate in future meetings.
- Vaughan: Just moved into the position, working with management team. Discussion about asset management and RFP processes. Spoke about a business service person. Discussion about a financial analysts used in departments.
- Mississauga: Asset management. Working on equipment inventory. Interviewing for a deputy. Master/future plan. Comprehensive risk assessment. Signed agreement for fire trucks. Kalpana is working well. Doesn't mind offering her up from time to time, but her responsibility is with Mississauga. Kalpana is now sitting on the Training Committee. Nancy McDonald hosted the PAC 4 meeting.
- Toronto: Apologies for missing day one. Auditing asset management. Looking at inventory control. Discussed their staff services positions within Toronto as part of the management team, huge asset to their team. Heading into budget. CA expires end of this year. Aggressive mandate transformation plan from council.
- Brampton: Finishing an audit, inventory, payroll, response matrix. Assistant Deputy, Division Chief of Administrative services, recruiting both.
- Windsor: PWC audit for apparatus, record keeping, leverage future funding for an RMS system.
- Kitchener: FUS coming in, new CAD coming in. Thanked everyone for attending meeting.
- Richmond Hill: First meeting, good information sharing, encouraged. Commissioner Shane Baker moving to Ajax, CAO role, Sept 1. Just posted for his job.
- Hamilton: Thanks to Kitchener for hosting. Likes the meetings. Big focus on completion of their 10 year plan. Head auditor-enterprise risk assessment, based on ISO 3100. Adjunct to the master plan regarding resources.
- London: Thanks for hosting. Is currently in an acting role. Waiting for the chief to be named in July. 4 PC in October. Currently in a holding pattern

### 6. OFAI Update

- See above.

### 7. OAFIC Update

- An update was provided by Ottawa on the constitutional survey that was sent to all members. The OAFIC did not have an in election May as it has been moved to November.
  - Conversation regarding board makeup from demographics.
  - Reminder that the survey is due on June 18, 2018.
  - GR is on hold until the caucus is set up.
  - The Board is discussing GR and the survey next week.
  - Day added to the LRS. GR day on the Hill. That is the goal/strategy.
- Update on the WSIB meeting was provided by Brampton.



## Ontario Association of Fire Chiefs Large Urban Advisory Committee Meeting

---

- Simultaneous notification. Nothing moving forward on this. Updating CAD system, if you are on SN, you are losing it. Pushback from AMO and seems to be fire medic driven. Kitchener will be meeting with AMO better understand SN.
- Mandatory Retirement position was discussed.
- Health & Safety: Section 21 guidance notes will be posted on the Ministry's website. The Chief Prevention Officer committed to making the process better.
- There was discussion that the O AFC Fire Prevention/Public Education Committee may split into separate groups, but did not happen. Lot of legislation changes on the prevention side, standpipes, high cladding, cannabis.

### 8. **Benchmarking**

- The committee discussed benchmarking and whether you allow your association president to work on association business when on staff.
- A discussion was done around the table regarding whether they take trucks out of service or pay overtime.
- A discussion was had regarding amounts of overtime.

### 9. **Attendance management:**

- A discussion regarding attendance management programs was discussed.

### 10. **Next Meeting**

- Toronto to host September 5 & 6, 2018 downtown. Following meeting at LRS.

**Bill Boyes adjourned the meeting at 11:27am**  
**Seconded by Lori Hamer**