



MEMORANDUM

TO: Mayor and Members of Council

FROM: Chief Harry Olivieri

DATE: June 8, 2020

MEMORANDUM NO.: MEM-FIRE-2020-0002

RE: Appointment of Regional Fire Coordinator

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to advise Council on the position of the Regional Fire Coordinator.

BACKGROUND:

The Fire Protection and Protection Act contains provisions for the Fire Marshal to appoint a Regional Fire Coordinator (RFC) for the purpose of maintaining a Mutual Aid Plan under which the fire departments that serve a designated area agree to assist each other in the event of an emergency.

In the Region of Halton, a Mutual Aid Plan exists to which the Burlington, Oakville, Milton and Halton Hills Fire Departments are members. Fire Chiefs of these four departments rotate the position of RFC on an annual basis. The Fire Chiefs meet on a quarterly basis, or sooner if needed, to discuss and mitigate fire issues in our region and respective communities.

In addition to the responsibility of maintaining and reviewing the Regional Mutual Aid Plan on an annual basis other duties include:

- Coordinate activations of the Mutual Aid Plan,
- Consider requests and recommend to the Provincial Emergency Operations Centre the deployment of CBRNE (Chemical, Biological, Radiological, Nuclear and Explosive) and HUSAR (Heavy Urban Search and Rescue) teams,
- Provide advice and assistance to the Fire Marshal on request,
- Provide advice and assistance by providing information and guidance during mutual aid activations, and
- Attend annual Fire Coordinators' Conference and other similar meetings as may be convened by the OFM.

COMMENTS:

The position of RFC currently sits vacant due the recent departure of the Burlington Fire Chief, and the alternate from Oakville Fire Department is also leaving due to his pending retirement.

A special meeting of the Regional Fire Chiefs was held on Friday, June 5, 2020. In attendance was the Oakville Fire Chief, Acting Chiefs from Milton and Burlington as well as the Office of the Fire Marshal and Emergency Management (OFMEM) Fire Protection Advisor for our area and myself.

The filling of the Regional Fire Coordinator was discussed and it was unanimously approved by the members attending and supported by the OFMEM Fire Protection Advisor that I would be appointed RFC for the remainder of 2020. Please note that prior to meeting, the possible scenario was discussed with the CAO where his support of my nomination was received.

Appropriate documentation, including a letter of support from the CAO will be forwarded to the Ontario Fire Marshal for final approval.

CONCLUSION:

The Regional Mutual Aid Plan is a vital document that provides emergency support to the member Fire Departments of Burlington, Oakville, Milton and Halton Hills to help mitigate an emergency. I will assume the role of Regional Fire Coordinator with dedication and honour ensuring our Mutual Aid Plan is maintained.

Reviewed and approved by,

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive, flowing style with a large initial 'B' and 'M'.

Brent Marshall, Chief Administrative Officer