



MASTER FIRE PLAN TASK FORCE

MEETING AGENDA

TUESDAY, SEPTEMBER 29, 2015 AT 7:00 P.M.

SNOW ROAD COMMUNITY HALL – SNOW ROAD, ONTARIO

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF NOTES

- a) August 11, 2015

4. BUSINESS ARISING OUT OF THE NOTES

- a) SOG #93 – Revision #2 – Eric Korhonen, Interim (Acting) Director of Emergency Services/Fire Chief to provide a verbal update from the Deputy Fire Chief's meeting.
- b) Recruiting Process – Councillor Gerry Martin to provide a verbal update from the Personnel & Audit Committee re: Policy #4600.
- c) Application Forms – Task Force to discuss changing the NFFD application to match KBFD after Councillor Martin has discussed Policy #4600 with the Personnel & Audit Committee.
- d) Schedule Station Meetings – Kaladar-Barrie Joint Fire Committee's approval required for meeting at the Kaladar-Barrie Fire Hall.
- e) Draft Volunteer Recruitment and Retention – Interim Report – update from Steve Sunderland.

5. NEW BUSINESS

- a) Open Session – Volunteer Firefighter (VFF) Discussions and Comments.

6. COMMUNICATIONS

7. ADMINISTRATIVE REPORTS

- a) North Frontenac Fire Department (NFFD) Fire Roster dated September 22, 2015.
- b) Kaladar-Barrie Fire Department (KBFD) Fire Roster dated June 2015.

8. ADJOURNMENT

NOTES of a Meeting of the Master Fire Plan Task Force (MFPTF) of the Township of North Frontenac held on Tuesday, August 11, 2015 at the Clar/Mill Fire Hall, 6648 Road 506, Plevna, Ontario.

PRESENT: Councillor Denis Bedard – Ward 3, Chair; Councillor Wayne Good – Ward 1; Councillor Gerry Martin – Ward 2; Steve Smart; Russell Gray; Leo Ladouceur; Steve Sunderland; and Fred Fowler.

ALSO PRESENT: Eric Korhonen, North Frontenac Interim (Acting) Director of Emergency Services/Fire Chief; Casey Cuddy, Kaladar-Barrie Fire Chief; and Jennifer McInnes (Recording Secretary).

1. CALL TO ORDER

The meeting was called to order by the Chair at 7:00 p.m.

2. APPROVAL OF AGENDA

The MFPTF approves the Agenda for the August 11, 2015 Meeting, as circulated.

3. APPROVAL OF NOTES

a) June 9, 2015 – Meeting Notes previously circulated to and Approved-in-Principle by the members on August 4, 2015.

The Chair commented SOG#93 needs to be clearer and he would like Korhonen to discuss SOG #93 with the Deputy Fire Chief's at their next meeting.

At this time, the Chair welcomed and introduced Eric Korhonen, as North Frontenac's Interim (Acting) Director of Emergency Services/Fire Chief.

4. BUSINESS ARISING

a) Recruiting Policies

The MFPTF discussed and agreed that Volunteers are the Core of our Service. The MFPTF then discussed how to recruit and retain VFFs. The Chair asked the Chiefs how we currently recruit.

Cuddy stated that in the Kaladar-Barrie Fire Department (KBFD), the majority of their recruits come from word of mouth – Volunteer Firefighters (VFFs) getting out and talking to family and friends. KBFD did try an online social media presence which generated some recruits for them. Cuddy also put together a PowerPoint presentation; however, it did not generate a significant amount of interest.

Korhonen stated that most recruits in the North Frontenac Fire Department (NFFD) are by word of mouth or the VFFs recruiting friends and family.

The MFPTF had a discussion on recruiting people who would perform limited duties – i.e. maintenance at the Fire Stations and vehicles.

Smart agreed with Cuddy and stated that Limited Duty Members would still need to meet some training and attendance requirements. Sunderland felt that asking a VFF to

go back to the Fire Station after an incident to clean trucks and hoses is too much; and that Limited Duty Members could help with these types of jobs.

Cuddy feels cleaning the trucks and gear is a good way to keep the VFFs invested in the Fire Hall and service. Smart mentioned that cleanup time is also a good time for VFFs to decompress after an incident. Smart also feels that some of the retired members of the community who would like to serve as Limited Duty Members are people who are settled in their lives and will stick around. And, this would be of further benefit to the community and the department. It was also mentioned that Limited Duty Members would be set as per the needs of the Fire Stations.

At this time the Chair opened a discussion on the MFPTF's thoughts on taking on VFFs who are seasonal residents who work in the Fire and Paramedic Service.

Cuddy points out that these recruits would still require the NFFD training and learn policy and procedures as they may preform limited duties as a VFF as compared to their full time fire or paramedic position. It was mentioned that Central Frontenac Fire Department (CFFD) does have County Paramedics on their VFF roster. It was felt that the full time firefighters and paramedics have a great deal to offer as they are already full trained in many areas.

Korhonen asked if we currently know the statistics as to when our incidents occur – are the majority during the summer tourist season? The MFPTF agreed this information should be a part of the Simplified Risk Assessment.

The Chair also introduced the topic of Youth Volunteers. Cuddy mentioned that youth VFFs are only sent into situations that they can handle; they are kept away from the 'hot zone' as well as very dangerous or gruesome situations. Cuddy felt that it is worth the investment as we are sending our youth out into the world with skills and training they can use in life and in their careers; and many of them come back to the Township as adults and re-join the volunteer fire service.

b) Application Forms for NFFD and KBFD:

- Application Process.
- Review Process.
- Decision Process.
- Hiring Procedure Compared to Full Time Township Staff.

The Chair asked the two Fire Chiefs to give a verbal update on their department's Application/Recruiting process.

Cuddy stated that in KBFD:

- The Fire Chief receives the applications.
- Following this, an interview with the candidate is conducted by the Fire Chief and a Deputy Fire Chief.

- Once the application is received, the interview is completed, and the Chief authorizes the hiring, the applicant starts the in-house training to keep the VFF Interested.
- Applications in the KBFD do not require Fire Board or Council approval.
- Cuddy submits all paperwork to the office for processing.
- The package provided to the VFF includes CPIC, Medical Form, and a Drivers Abstract; which must be completed by the VFF during their training period.
- The analogy used “When you have a fish on the line reel it in, don’t let them get away.”

Korhonen had only just assumed his position, so the Chair explained the process at NFFD:

- Applications are received by the Deputy Fire Chief.
- The Deputy Fire Chief reviews the application and provides a signed recommendation to the Fire Chief.
- The Fire Chief completes the interview and forwards a signed recommendation to the Chief Administrative Officer (CAO).
- The CAO provides the final recommendation for hiring.
- The CAO prepares a hiring package for the applicant to complete prior to being hired.
- The VFF is not hired until the conditions of the package are completed.
- In effect, the VFF does not start any training until the conditions of the offer letter are filled.

Some members noted this process can take months and may have caused applicants to lose interest and withdraw their applications. The MFPTF agreed that they prefer the process at the KBFD as it keeps an applicant interested. The MFPTF feels the process in North Frontenac was cumbersome and takes too long. It was also felt the process in North Frontenac created an unneeded work load on the staff; and the present practice for hiring VFFs did not follow the current Policy #4600.

Councillor Martin, Chair of the North Frontenac Personnel & Audit (P&A) Committee indicated he will add Policy #4600 to the next P&A Committee Agenda for discussion.

Application Forms

The MFPTF reviewed the existing VFF application forms for KBFD and NFFD. The MFPTF agreed that everyone prefers KBFD’s application form and would like to discuss at a later date changing the NFFD application to match KBFD. The MFPTF will wait to discuss this until after Martin has discussed Policy #4600 with the P&A Committee.

Some members also feel that the Deputy Chiefs need to be more involved in the hiring and interview process.

It was also mentioned at this time that Korhonen has a Firefighter Physical Ability Test (FPAT) Form he will email to Sunderland, Ladouceur and Cuddy.

5. NEW BUSINESS

- a) Schedule Station Meetings with all Halls

The MFPTF discussed scheduling the upcoming MFPTF meetings at the Fire Halls to give the VFFs a forum to voice opinions and have discussions on the NFFD Fire Services. The first meeting will take place at Snow Road and work across the Township to end at Kaladar-Barrie (the MFPTF will need time to get the Kaladar-Barrie Joint Fire Committee’s approval for these meetings).

Fowler to book the Snow Road Community Hall for the next meeting; and Korhonen will notify the Acting Deputy Fire Chiefs about the meeting. Meeting is set for Tuesday, September 29, 2015 at 7:00 p.m. to be held at the Snow Road Community Hall at 14073 Road 509, Snow Road, Ontario.

6. COMMUNICATIONS

- a) Certificate for Carol Gibson
Received for information.

7. ADMINISTRATIVE REPORTS

- a) North Frontenac Fire Department (NFFD) Kaladar Barrie Fire Roster
Received for information.
- b) North Frontenac Fire Department (NFFD) Fire Roster
Received for information.
- c) North Frontenac Fire Department (NFFD) Activity Reports for March, April, May and June 2015
Received for information.

8. ADJOURNMENT

The meeting was adjourned by the Chair at 8:54 p.m. until Tuesday, September 29, 2015 at 7:00 p.m. at the Snow Road Community Hall, 14073 Road 509, or at the call of the Chair.

APPROVED BY THE MASTER FIRE PLAN TASK FORCE

ON _____, 2015.

Denis Bedard, Chair
Township of North Frontenac
Master Fire Plan Task Force

RECEIVED BY COUNCIL ON _____

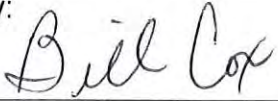
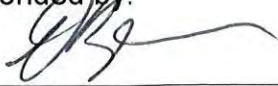
1. RECOMMENDATION TO COUNCIL FOR CONSIDERATION

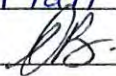
BE IT RESOLVED THAT Council receives for information the Notes of the Master Fire Plan Task Force dated August 11, 2015, as approved by the Master Fire Plan Task Force on September 29, 2015.

Date September 21, 2015

Resolution Number 68 -15

**KALADAR/BARRIE JOINT FIRE COMMITTEE
RESOLUTION**

Moved by: 	Seconded by: 
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BE IT RESOLVED THAT the Committee receives the request from Denis Bedard ^{for} ~~regarding~~ permission to visit the ^{Northbrook and Cloyne} ~~Cloyne~~ Fire Stations by the Master Fire Plan Task Force; BC


AND THAT the Committee approves this request.

Carried

Chair


NORTH FRONTENAC FIRE MASTER PLAN TASK FORCE
Volunteer Recruitment and Retention- Interim Report
September 2015

RECEIVED

SEP 23 2015

Twp. of North Frontenac
Per.....

The following is a summary review of recruitment documents from Kaladar-Barrie Fire Department, North Frontenac Fire Department, and the Fire Marshal's Office, Northwest Territories. This review has lead to the following suggested recommendations that could be incorporated into the fire master plan document.

RECRUITMENT

1. **CONDUCT A PERSONNEL NEEDS ASSESSMENT**
 - Need for FF's, EFR, Educators, Administrators, Drivers, Safety inspectors, office administration, mechanics, human resources, etc., at each of the four stations.
 - Assessment to be done annually (minimum) by Fire Chief and Deputy Chiefs with input from whole volunteer force.
2. **IDENTIFY WHO WITHIN THE COMMUNITY WOULD BE A GOOD CANDIDATE**
 - Youth , blue and white collar workers, retired folks, men and women, physically challenged.
 - Seasonal residents.
3. **DEVELOP A NEW POSITION – RECRUITMENT OFFICER (RO)**
 - Everyone within the department would be responsible for identifying potential candidates to RO.
 - RO would be responsible for contacting candidates, marketing the department, coordinating all recruitment activities, run campaigns, executing annual recruitment plan etc.
 - Develop a STRATIGIC TARGETED RECRUITING APPROACH , personal one-on-one contact with candidates.
 - Ideal person for this task would be a long time resident, a retired FF, chief, deputy chief, EFR, personnel manager who is absolutely passionate and knowledgeable about the Fire Service, a good communicator and mentor.
 - RO would be responsible for following up on the Candidates application, communicating the process to the applicant, and facilitating the application through the Municipal system.
 - If required, develop and run a recruitment drive within the community.
4. **DEVELOP A RECRUITMENT BROCHURE**
 - The fire department needs a specialized, leave behind, brochure designed to attract the interest of potential candidates.

- The brochure would stress the benefits of the Fire Service : COMMUNITY SERVICE, FELLOWSHIP, DEVELOPMENT OF UNIQUE SKILLS, LEADERSHIP, TRAINING, PAYCHEQUE, TAX DEDUCTION
 - The brochure should be simple to read, be well illustrated, action oriented, colour, and printed in-house and perhaps be a personal invitation to the candidate to attend a scheduled 'orientation' training meeting with one of the stations.
5. DEVELOP A NEW APPLICATION FORM
- The new application form should identify and emphasize the diversity of positions and skill sets required by the fire department.
 - Once the candidate has committed to becoming a volunteer, the fire department should provide the candidate with a three ring binder which will outline/contain the detailed requirements for applying to the service, rules, job description(s), ethics, values, tests, interviews, references etc.
 - The binders would be prepared in-house and would be managed by the RO, or the chief, or the chief's assistant.
 - The binder would be retained by the candidate and brought to all training meetings until final acceptance into the service.
6. ORIENTATION MEETINGS/TRAINING EVENTS
- Candidates would be invited to scheduled training sessions, wined and dined on bad coffee and stale cookies.
 - One of the current members would be assigned as a mentor, who's role it would be to make sure the candidate is welcomed into the group and is informed on an ongoing basis as to what is happening and why.
 - Make sure the candidate knows that they are important and respected.

RETENTION OF VOLUNTEERS

Volunteers will leave the fire service for a multitude of reasons. Losing a well trained volunteer is a loss for the whole community and costly for the Township. As well, they will stay involved as long as they are challenged, respected, constantly learning, having fun, developing skills, advancing and contributing to the community. Failure can often be attributed to poor leadership. Leadership is not an attribute that one is born with, but rather one that is learned through experience. THE TOWNSHIP HAS TO INVEST IN LEADERSHIP TRAINING FOR SENIOR MANAGEMENT WITHIN THE FIRE SERVICE. The fire chief and deputy chiefs should be trained on how to be leaders and how to manage a large VOLUNTEER work force which is not motivated by money, fear, intimidation, and job security but rather serving the needs of their neighbours during a time of crisis.

NORTH FRONTENAC FIRE MASTER PLAN TASK FORCE

Volunteer Recruitment and Retention- Interim Report

September 2015

The following is a summary review of recruitment documents from Kaladar-Barrie Fire Department, North Frontenac Fire Department, and the Fire Marshal's Office, Northwest Territories. This review has lead to the following suggested recommendations that could be incorporated into the fire master plan document.

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From: Eric Korhonen
Sent: September-18-15 2:13 PM
To: Tammy McQuigge <info@northfrontenac.ca>
Subject: FW: Master Fire Plan Task Force Meeting with Snow Road Volunteer Firefighters

Hello Tammy

Here is the copy of the email sent to George Clement and Ken Gould advising them of the MFTF meeting in Snow Road.

Eric Korhonen

Interim (Acting) Director of Emergency Services / Fire Chief

Township of North Frontenac

6648 Road 506, Plevna, ON, K0H 2M0
1-800-234-3953 or 613-479-2231 Ext. 232
firechief@northfrontenac.ca

From: Eric Korhonen
Sent: August-13-15 10:10 AM
To: Ken Gould; George Clement
Subject: Master Fire Plan Task Force Meeting with Snow Road Volunteer Firefighters

Good Morning George and Ken

On September 29, 2015 The Master Fire Plan Task Force will holds it meeting at Snow Road Community Hall to allow the Snow Road volunteer Firefighters input to the Master Fire Plan Task Force. Please advise all Snow Road Volunteer Firefighters that should they wish to express their thoughts concerning the Task force and the future of fire fighting in North Frontenac this will be a great opportunity.

If you have any questions please contact me.

Eric Korhonen

Interim (Acting) Director of Emergency Services / Fire Chief

Township of North Frontenac

6648 Road 506, Plevna, ON, K0H 2M0
1-800-234-3953 or 613-479-2231 Ext. 232
firechief@northfrontenac.ca



Township of North Frontenac

ADMINISTRATIVE REPORT

TO: MASTER FIRE PLAN TASK FORCE
FROM: ERIC KORHONEN, INTERIM (ACTING) DIRECTOR
OF EMERGENCY SERVICES/FIRE CHIEF
DATE OF MEETING: SEPTEMBER 29, 2015

RE: NORTH FRONTENAC FIRE DEPARTMENT (NFFD) ROSTER

BACKGROUND

The Kaladar/Barrie Joint Fire Department Establishing and Regulating By-law #121-12 states "The Fire Chief (*Kaladar/Barrie*) shall provide the Secretary of the Joint Fire Committee with an updated Roster, quarterly; for circulation to the Joint Fire Committee for information purposes."

The Council of the Township of North Frontenac passed Resolution #10-15 dated January 6, 2015 wherein Council recommended the Fire Chief provide the NFFD Fire Roster Administrative Reports to the Master Fire Plan Task Force.

Also, Tammy McQuigge, CAO Confidential Secretary will ensure Kelly Watkins, Treasurer is provided with a copy of all revised Fire Rosters for payroll purposes only (i.e. Salaries/WSIB/VFIS Insurance, etc.).

COMMENT

Amendments to the Fire Roster are as follows:

1. Jim Riddell – Snow Road Station – removed (resigned).

RECOMMENDATION

BE IT RESOLVED THAT the Master Fire Plan Task Force receives for information the Interim (Acting) Director of Emergency Services/Fire Chief's Administrative Report entitled "North Frontenac Fire Department (NFFD) Roster".

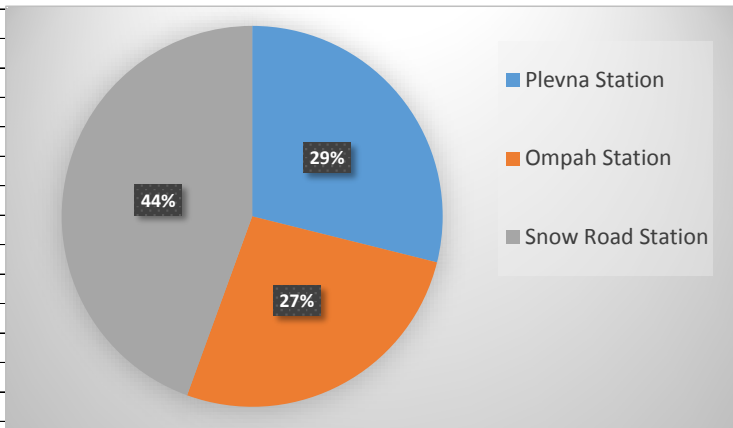
Attachment (1):

- NFFD Roster – September 22, 2015

c.c. Deputy Fire Chief Randy Schonauer
Deputy Fire Chief Amber Lemke
Captain George Clement
Captain Ken Gould
Kelly Watkins, Treasurer

North Frontenac Fire Department	
Volunteer Firefighter Roster - September 22, 2015	
	2015
<u>FIRE STATIONS:</u>	<u># on Roster</u>
Director Emergency Service/Fire Chief	0
Plevna Station	13
Ompah Station	12
Snow Road Station	20
<u>TOTAL NUMBER ON FIRE DEPARTMENT</u>	<u>45</u>

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Township of North Frontenac				
Fire Department Volunteers - 2015 LIST				
<u>Clar-Mill</u>				
#	Name	Position	Year Hired	Class
1	Boles, Dillon	Fire Volunteer + EFR	2009	D
2	Boles, Jim	Captain + NFFD Training Officer + Training Facilitator + Fire Volunteer	2009	DZ
3	Brydges, Veronda Ann	Fire Volunteer + EFR	2010	G
4	Fleming, Gary	Fire Volunteer + EFR	2010	DZ
5	Flieler, Linda	EFR Captain, Fire Volunteer, EFR	1997	G
6	Kelford, Dakota	Fire Volunteer	2012	G2
7	Klatt, Chris	Fire Volunteer	2012	G1
8	Korhonen, Eric	Interim (Acting) DES/Fire Chief + Fire Volunteer + EFR + Fire Prevention Officer + Training Officer - All Stations + Training Facilitator	2008	BMZ
9	Korhonen, Patricia	Support Staff	2012	G
10	Schonauer, Donna	Fire Volunteer + EFR + Secretary	2008	G
11	Schonauer, Randy	Deputy Fire Chief	1992	AZ
12	Spencley, Arnold	Fire Volunteer + EFR	2012	DZ
13	Tooley, Jonathan	Captain, Fire Volunteer, EFR	2006	DZ

Township of North Frontenac				
Fire Department Volunteers - 2015 LIST				
<u>Ompah</u>				
<u>#</u>	<u>Name</u>	<u>Position</u>	<u>Year Hired</u>	<u>Class</u>
1	Hay, Lindy	Fire Volunteer + EFR	2010	G
2	Kellar, Alex	Fire Volunteer + EFR	2009	G
3	Lemke, Amber	Deputy Fire Chief + EFR + Training Facilitator + Secretary	2011	G
4	Millar, Mckenzie	EFR	2011	G2
5	Potter, Virginia	EFR	2014	G
6	Ross, Alex	Fire Volunteer + EFR	2011	G2
7	Ross, George	Captain + Fire Volunteer + EFR + Training Facilitator	2007	DZ
8	Ross, Michelle	EFR Coordinator/Platoon Chief + Training Facilitator + Secretary + Fire Volunteer	2008	E
9	Seitz, Stan	Fire Volunteer + EFR	1980	G
10	Shiels, Haley	Fire Volunteer + EFR	2013	G2
11	Shirley, Randy	Fire Volunteer	2014	G
12	Southward, Barbara	Dispatch	2009	G

Township of North Frontenac				
Fire Department Volunteers - 2015 LIST				
<u>Snow Road</u>				
<u>#</u>	<u>Name</u>	<u>Position</u>	<u>Year Hired</u>	<u>Drivers Licence class</u>
1	Clement, George	Captain	2005	AZ
2	Cooper, Dale	Fire Volunteer + EFR	2008	G
3	Cooper, Greg	Fire Volunteer + EFR	2008	AZ
4	Cooper, Ralph	Fire Volunteer	2015	AMZ
5	Cox, David	Junior Fire Volunteer	2014	G2
6	England, Jake	Junior Fire Volunteer	2014	G2
7	Gemmill, Cole	Fire Volunteer	2011	G1
8	Gould, Ken	Captain + EFR	2005	AZ
9	Gould, Kim	EFR	2014	G
10	Hannigan, Arthur	Fire Volunteer	2014	D
11	McNicol, William	Fire Volunteer	2015	ACZ
12	Ryder, Blaine	Support + Secretary	2007	G
13	Ryder, Kevin	Fire Volunteer + EFR	2008	G
14	Webster, Elizabeth	EFR	2006	BG
15	Weiss, Amber	Junior Fire Volunteer	2014	G2
16	Weiss, Tammy	EFR Captain	2005	G
17	Wheeler, Josh	Fire Volunteer	2005	DMZ
18	Wheeler, Kevin	Fire Volunteer	2005	AMZ
19	Wheeler, Matt	Fire Volunteer + Training Facilitator	2011	ACMZ
20	Woolner, Jeff	Fire Volunteer	2012	DZ

Northbrook area

*Arney, Adam
*Lesperance, Robert
Captain, Tryon, Richard (portable #6)
&Tryon, Andre
Captain Younie, Tim EFR(Portable #17)

Kaladar area

Captain Alcock, Morgan EFR (Portable #7)
*Kirkham, Steve
Tryon, Terry (Portable #12)

Harlowe area

Chief, Cuddy, Casey (portable #1)
EFR/ S200 Cell phone 391-3529
Fax / fire info # 336-1851
Cuddy, Brandon EFR (Portable #18)
*Delyea, Randy
Gray, Russell (Portable #15)
Mousseau, Riley
Snider, Mike EFR (portable #10)
*Speck, Wayne

Flinton area

Avery, Dave driver only
&Blackwell, Josh
Macarthur, Shayne
*Miles, Jamie
Robson, Brad EFR (portable #8)
Thibault, Dwayne driver only

Cloyne area

Captain Alcock, Mitch EFR (p #9)
Collins, Richard
&Freeburn, Jordan
Captain, Garey , Blake (p #5) S200 EFR
Captain Irving, Bill (portable #13)
Morrow, Gary driver only
Nowell, James EFR
Captain Nowell, John EFR (p #16)
Nowell, Ryan EFR (portable #4)
Raymo, Ryan EFR
Deputy chief Smart, Kevin E(port #3)
Smart, Nick
Stapley, Chris EFR (portable #14)
Warlick, Kristin

& = coming off probation

*= new recruits 5 of which are in current recruit program so should be done probation in July- pending paper work

Driver only - means they can drive and operate all pumps on the unit they are signed off on for dirving.