

Clause 16 in Report No. 14 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on September 24, 2015.

16

## Appointment of Alternate Regional Fire Coordinator 2015

**Committee of the Whole recommends adoption of the recommendation contained in the following report dated September 17, 2015 from the Chief Administrative Officer:**

1. Recommendation

It is recommended that this report be received for information.

2. Purpose

This report is to advise Council of the appointment of Chief Phil Dawson from the Town of East Gwillimbury Fire and Emergency Services as an alternate Regional Fire Coordinator by the Provincial Office of the Fire Marshal and Emergency Management. Under the Provincial *Fire Protection and Prevention Act*, the Office of the Fire Marshal and Emergency Management appoints the Regional Fire Coordinator and alternates.

3. Background

To better coordinate municipal fire resources within York Region, the position of Regional Fire Coordinator was created as a Council approved position in 1971. The Regional Fire Coordinator is a member of the Regional Emergency Control Group and is responsible for the administration of a Mutual Aid fire plan and an inventory of municipal fire resources, while also providing advice, direction and coordination of resources in the event of an emergency.

The current Regional Fire Coordinator is represented by Chief Bill Snowball, City of Markham Fire & Emergency Services. The Regional Fire Coordinator has been supported by two alternates, Chief Ian Laing from Central York Fire Services and Chief Steve Richardson, Georgina Fire and Emergency Services.

## Appointment of Alternate Regional Fire Coordinator

One of the previous alternate Regional Fire Coordinators has vacated the position, requiring a new alternate

As a result of the retirement of Chief Steve Richardson, one of the alternate Regional Fire Coordinator positions has been vacated. At the June 10, 2015 meeting of the York Region Fire Chiefs Association, Chief Phil Dawson of the Town of East Gwillimbury was recommended by his peers as an alternate Regional Fire Coordinator. Chief Dawson has received the full support of the Town of East Gwillimbury in fulfilling the requirements of this appointment. Based on the decisions noted above, the formal process to fill the vacancy was initiated as outlined below.

### 4. Analysis and Options

The process for the appointment of a new alternate Regional Fire Coordinator has been followed

There are three steps required to fill the position of alternate Regional Fire Coordinator:

1. The local municipal Fire Chiefs select candidates to fulfill the role of Regional Fire Coordinator and alternate. (This occurred at the June 10, York Region Fire Chiefs Association meeting.)
2. The Chief Administrative Officer of the local municipality which the selected candidates are from must support the recommendation (Attachment 1).
3. The Regional Fire Coordinator forwards the recommendation to the Ontario Fire Marshal and Emergency Management for approval under the Fire Protection and Prevention Act. The Fire Marshal appoints the Regional Fire Coordinator under the *Fire Protection & Prevention Act* 1997, c. 4, s. 7 (1) (Attachment 2).

The process for the appointment of a new alternate Regional Fire Coordinator has been followed and all of the required documentation has been received by York Region.

## Appointment of Alternate Regional Fire Coordinator

Link to key Council-approved plans

The Regional Fire Coordinator and alternates are an integral part of the Emergency Management Program which supports the Strategic Priority area to Provide Responsive and efficient Public Service in the *2015 to 2019 Strategic Plan*. In addition, the program supports the *Vision 2051 goal area -A Place Where Everyone Can Thrive*, through promoting safe and secure communities. The Emergency Management Program protects public safety and creates disaster-resilient communities.

### 5. Financial Implications

Funding for the alternate Regional Fire Coordinator's position is included in the Office of the Chief Administrative Officers 2015 Budget in the form of an annual honorarium in the amount of \$1,800(pro-rated).

### 6. Local Municipal Impact

The role of the Regional Fire Coordinator and alternates assists the Region and local municipalities during an emergency by ensuring fire resources are available and supported through the Regional Emergency Operations Centre. The Town of East Gwillimbury Chief Administrative Officer supports the appointment of Chief Phil Dawson as alternate Regional Fire Coordinator.

### 7. Conclusion

The position of Regional Fire Coordinator has been in effect at York Region since 1971.

The positions of Regional and alternate fire coordinators plays a key role in effective emergency planning and response through coordination of Fire Services. The previous alternate Regional Fire Coordinator has vacated the position requiring a new alternate to be appointed. The process to fill the position has been followed and it is recommended that Council receive this report for the appointment of Chief Phil Dawson, Town of East Gwillimbury Fire & Emergency Services as an alternate Regional Fire Coordinator effective September 17, 2015.

For more information on this report, please contact Morris Faccin, Manager, Emergency Management at ext. 71212.

## Appointment of Alternate Regional Fire Coordinator

The Senior Management Group has reviewed this report.

September 17, 2015

Attachments (2)

6308814

Accessible formats or communication supports are available upon request



Town of  
**East Gwillimbury**

**Thomas R. Webster**

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M.B.A., B.COMM., PLE, CMM III  
Chief Administrative Officer  
[twebster@eastgwillimbury.ca](mailto:twebster@eastgwillimbury.ca)

June 15, 2015

Dennis Ganon  
Area Advisor, OFMEM

Re: Regional Fire Coordinator

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Dear Mr. Ganon,

I have been informed that East Gwillimbury Fire Chief, Phil Dawson, was appointed as the Regional Fire Coordinator (Alternate) for York Region by the York Region Fire Chief's Association at its meeting on June 10, 2015.

It is my understanding the appointment is effective immediately. The Town of East Gwillimbury is in full support of Fire Chief Dawson in this undertaking and with the appointment. Fire Chief Dawson's leadership, experience, and sound judgement will be a significant asset in his role as the Regional Fire Coordinator (Alternate).

Sincerely,

Thomas R Webster  
Chief Administrative Officer  
Town of East Gwillimbury

C: Mayor and Members of Council  
Senior Management Team



NeighbourhoodNetwork  
Building Better Communities Together

"Our town, Our future"

19000 Leslie Street, Sharon, Ontario L0G 1V0  
T 905 478 4222



**Fire Marshal and Chief of Emergency Management Appoints**

**Fire Chief**

**Philip Dawson**

**as**

**Fire Co-ordinator**

**for**

**Dork Region**

**In Accordance with**

**Ontario  
Section 7**

**of the Fire Protection and Prevention Act 1997**

**Dated the 13th day of July, 2015**



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**Jim Jessop, Fire Marshal and Chief of Emergency Management**



Ministry of  
Community Safety and  
Correctional Services

Office of the  
Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
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File Reference/Référence: 687-17 (York Region)

## LETTER OF APPOINTMENT

Pursuant to section 7 of the *Fire Protection and Prevention Act, 1997*, I am appointing ***Fire Chief Philip Dawson*** of the ***East Gwillimbury (Town of) Emergency Services*** as Fire Co-ordinator for **York Region** effective **July 13, 2015**.

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

Jim Jessop  
Fire Marshal and Chief of Emergency Management

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July 13, 2015

Fire Chief Bill Snowball  
Markham Fire and Emergency Services  
101 Town Centre Blvd.  
Markham, Ontario  
L3R 9W3

Re: **Appointment of Alternate Fire Co-ordinator**

Dear Chief Snowball:

Attached, is your letter for the Alternate Fire Co-ordinator appointment for York Region.

The *Fire Protection and Prevention Act, 1997*, provides immunity to Fire Co-ordinators while executing their duties in good faith. It is recognized that the Fire Co-ordinator may be absent from time to time or be unable to carry out the prescribed duties. In order that these duties may be delegated to another responsible person and that the immunity provisions under the *Fire Protection and Prevention Act* will apply to that person, it is necessary to appoint additional Fire Co-ordinators. Therefore, the newly appointed Fire Chief, Philip Dawson of the East Gwillimbury (Town of) Emergency Services will act in your absence, in addition to Fire Chief Ian Laing of Central York Fire Services.

I trust these arrangements will assist you in fulfilling your duties as a Co-ordinator.

Yours truly,

A handwritten signature in cursive script, appearing to read "J. Jessop".

Jim Jessop  
Fire Marshal and Chief of Emergency Management

JJ/bs

Enclosures

c: Fire Chief Philip Dawson  
Fire Chief Ian Laing