Staff Report FIRE2019-008

Title of Report: Fire Captain Appointment & Organization Chart Update

Department: Fire

Council Date: September 18, 2019

Recommendation:
Be it resolved that Council receive Staff Report FIRE2019-008 for information; and
That Council approve the appointment of Warren Gilkes to the position of Fire Captain in the Dundalk Fire Department; and
That Council approve the resignation of Volunteer Firefighter Justin Paulitzki from the Dundalk Fire Department and thank him for his service; and
That Council approve the changes made to the Southgate Fire Department Organizational Chart as recommended by the Ontario Fire Marshal’s Office and supported by the Fire Advisory & Support Committee.

Background:
Fire Captains receive an annual stipend in this supervisory position within the Fire Department chain of command. Duties include leadership, attending required courses, instructing firefighters, attending officer meetings, attending training nights, being on call for selected weekends, commanding fire scenes and assisting the fire chief.

The Fire Chief also met recently with a staff member from the Ontario Fire Marshal’s Office to review our policies. One recommendation was to update the Fire Department Organizational Chart for the Township of Southgate.

Staff Comments:
Warren Gilkes has been a long serving Dundalk Volunteer FireFighter and more recently in the position of Captain for several years in a leadership role. He has decided to return to the Dundalk Fire Service in this position.

Warren Gilkes has all the necessary Officer training in order to be appointed to this position in the Dundalk Fire Department. This appointment increases our number of Fire Department Captains to 2, and additional 2 members in the roles as Acting Captains.
A copy of the updated Fire Department Organizational Chart for the Township of Southgate has been included in this report as Attachment #2. The changes were to remove the note that the Deputy Fire Chief position as being vacant, a reference to mentors has been removed, number of Volunteer Firefighter (VFF) has been changed to show current numbers and we have removed the box for Auxiliary VFF since we have eliminated this position.

The Fire Chief received a resignation letter (Attachment #2) from Volunteer Firefighter Justin Paulitzki from the Dundalk Fire Department. Justin will be moving out of the area and is joining another fire service in his new community. The Township of Southgate and the Fire Chief want express our appreciation and thank him for his service to the Dundalk Fire Department.

**Financial Implications:**
The financial impact is already include in the 2019 Fire Department operating budget.

**Communications & Community Action Plan Impact:**
This report has been written and presented to council to communicate accurate information to the public. CAP Southgate Goal #1A – Trusted, Timely, Transparent, Accessible Municipal Decision-Making

**Concluding Comments:**
2. Staff recommends the Officer appointments of Warren Gilkes as Fire Captain within the Dundalk Fire Department
3. That Council accept the resignation of Justin Paulitzki and thank him for his service with the Dundalk Fire Service.
4. That Council approve the changes made to the Southgate Fire Department Organizational Chart as recommended by the Ontario Fire Marshal’s Office and supported by the Fire Advisory & Support Committee.

Respectfully Submitted,

**Dept. Head:**

Original Signed By

Derek Malanyk, Acting Fire Chief
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**CAO Approval:**

Original Signed By

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- Attachment #1 – Township of Southgate Fire Department Organizational Chart
- Attachment #2 – Resignation Letter from Volunteer Firefighter Justin Paulitzki