



## Administrative Report

**To:** Warden MacDonald and Members of Essex County Council

**From:** Justin Lammers, Chief, Essex-Windsor Emergency Medical Services

**Date:** Tuesday, March 4, 2025

**Subject:** Appointment of Fire Co-ordinators and Alternate Fire Co-ordinators for the County of Essex and Agreement for Remuneration

**Report #:** 2025-0402-EMS-R04-JL

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### Purpose

The purpose of this Administrative Report (the "**Report**") is to provide County Council with the necessary information for Council to recommend the appointment of a new Essex County Fire Co-ordinator and 2 alternate Fire Coordinators and to approve the remuneration for these officials.

### Background

As provided for in the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4 (the "**Fire Protection and Prevention Act**") the Fire Marshal appointed by the Lieutenant Governor in Council, has the authority to appoint Fire Co-ordinators for a designated region. As provided for in Section 7 of the *Fire Protection and Prevention Act*, a Fire Coordinator "shall, subject to the instructions of the Field Marshal, (a) establish and maintain a mutual aid plan under which the fire departments that serve the designated area agree to assist each other in the event of an emergency; and (b) perform such other duties as may be assigned by the Fire Marshal."

Since 2011, the Chief of Windsor Fire & Rescue Services ("**Windsor Fire**") has been appointed as the Fire Co-ordinator for the Essex-Windsor Region, and a Deputy Chief of Windsor Fire and a Fire Chief of one of the fire departments of the lower-tier municipalities of the County have been appointed as the Alternate Fire Co-ordinators.

Windsor Fire Chief Stephen Laforet was appointed as the Regional Fire Coordinator on July 19, 2017 and Windsor Fire Deputy Chief James Waffle

and then Lakeshore Fire Chief Don Williamson were appointed as the Alternate Regional Fire Co-ordinators on September 4, 2019.

## **Discussion**

Due to the retirement of former Windsor Fire Chief Stephen Laforet, the promotion of Windsor Fire Deputy Chief James Waffle to Chief of Windsor Fire, and Chief Don Williamson becoming Chief of the Leamington Fire Service, it is necessary for the Office of the Fire Marshal to make a formal appointment to fill the position of Fire Co-ordinator and the 2 positions of Alternate Fire Co-ordinator.

In January 2025, James Waffle was promoted to Chief of Windsor Fire thereby vacating his position of Deputy Chief of Windsor Fire. Daemon Hart has been hired to the position of Deputy Chief of Windsor Fire. Windsor Fire Chief Waffle has notified the County of his recommendation that Deputy Chief Hart be appointed to one of the positions of Alternate Fire Co-ordinator, effective as of March 1, 2025.

Chief Don Williamson, of the Leamington Fire Service, shall remain in place as the other Alternate Fire Co-ordinator, but with a fresh By-law accurately reflecting that he is no longer employed with the Lakeshore Fire Service, and is now with the Leamington Fire Service.

The Office of the Fire Marshall is now requesting a letter of support from County Council, prior to formalizing the appointments outlined above in this Report.

Remuneration for the Fire Co-ordinator and Alternate Fire Co-ordinators was established by an Agreement and authorized by By-law. That Agreement was last revised in 2019 and no change to the amount of remuneration is being proposed. The annual remuneration for the Fire Co-ordinator is the sum of \$5,000 and the annual remuneration for the Alternate Fire Co-ordinators is the sum of \$1,250 each.

## **Financial Implications**

There are no financial implications as the remuneration for the Fire Co-ordinator and the Alternate Fire Co-ordinators are within the 2025 approved Budget.

## **Consultations**

- Katherine Hebert, County Clerk
- David Sundin, Director, Legislative and Legal Services/County Solicitor

### Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
<input type="checkbox"/> Scaling Sustainable Services through Innovation  <input type="checkbox"/> Focusing “Team Essex County” for Results  <input type="checkbox"/> Advocating for Essex County’s Fair Share	<input type="checkbox"/> Being an Employer with Impact  <input checked="" type="checkbox"/> A Government Working for the People  <input type="checkbox"/> Promoting Transparency and Awareness	<input checked="" type="checkbox"/> Providing Reliable Infrastructure for Partners  <input checked="" type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County  <input type="checkbox"/> Harmonizing Action for Growth  <input type="checkbox"/> Advancing Truth and Reconciliation

### Recommendation

That Council for the County of Essex receive report number 2025-0402-EMS-R04-JL as information;

That Council for the County of Essex direct Administration to submit information to the Office of the Fire Marshal, in the prescribed form, expressing the support of Council for the County of Essex for the following appointments:

- 1) Fire Co-ordinator – Windsor Fire Chief James Waffle
- 2) Alternate Fire Co-ordinator – Windsor Deputy Fire Chief Daemon Hart
- 3) Alternate Fire Co-ordinator – Leamington Fire Chief Don Williamson

That Council for the County of Essex authorize the execution of a fresh Agreement with the individuals named above; and

That Council for the County of Essex adopt By-law 2025-15, establishing the remuneration for the position of Fire Co-ordinator and remuneration for the position of Alternate Fire Co-ordinator for 2025 and subsequent years.

## Approvals

Respectfully Submitted,

*Justin Lammers*

Justin Lammers, Chief, Essex-Windsor Emergency Medical Services

Concurred With,

*David Sundin*

David Sundin, BA (Hons), LL.B., Director, Legislative and Legal Services/County Solicitor

Concurred With,

*Sandra Zwiers*

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	Letter from WFRS Chief James Waffle Re Recommendation of WFRS Deputy Chief Daemon Hart as Essex County Fire Coordinator dated January 17, 2025.
B	Draft Remuneration Agreement