



Retired Ottawa Firefighters Association

February 25, 2023

Attention all members,

In our ongoing effort to keep improving the services ROFFA offers to its members, the Board of Directors has recently created 2 new very important Executive Board portfolios.

Description of each role:

Protocol Director

To ensure proper honours and support and care for the firefighter's family next of kin, procedures have been established for the notification of a member's death (natural or line of duty), the funeral and the burial proceedings. These protocols will be followed to promote honour and respect for fallen firefighters and to ensure consistency on how their deaths are treated. When appropriate, a Line of Duty funeral may be coordinated with Ottawa Fire and/or the Ottawa Professional Fire Fighters ROFFA Funeral Palls for urns or caskets, as well as the ROFFA flag are available to post should it be your or your family's wish to have them present at your wake or funeral. Further, if desired, ROFFA will contact and coordinate members to volunteer for Vigil Duty for funeral visitations.

WSIB Liaison Director

A direct contact with a ROFFA Board Director who will facilitate the communication with a WSIB representative for any member who has been diagnosed with cancer, PTSD or has a significant hearing loss which could be a legitimate firefighting career related claim with the WSIB. The Liaison Director will then also follow-up to ensure that the member has received the proper attention required. It is recommended that all types of cancer diagnosis be reported with WSIB whether or not they are currently covered under the Provincial Presumptive Legislation. Please rest assured that all communications with our ROFFA's WSIB Director will always be kept in strict confidentiality.

ROFFA, OFS and OPFFA local 162 have adopted a joint protocol agreement regarding when a member passes away.

All death notices including Protocol matters related to our retired members are now handled by ROFFA. Initial notifications from the families should be sent directly to the President of ROFFA or the ROFFA Protocol Director.

The two portfolios have been assigned to the following Directors.

Protocol Director – John Sobey johnsobey@roffa.ca

WSIB Liaison Director - Steve Brabazon stevebrabazon@roffa.ca

In the event that John or Steve would not be available for any reason, any one of us on the Board of Directors can always be reached through our general mailbox info@roffa.ca

We encourage you to share this letter with your family members, print the attached PDF version and keep it in a safe place should the need for assistance arise in the future.

Should you have any questions about these new Executive Board Portfolios, please do not hesitate to contact John, Steve, or myself.

Fraternally yours,

Bob

Bob Larochelle

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