



DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

AGENDA

Thursday, April 28th, 2022 – 6:00 p.m.
BBD&E Station – Training Room
14 Sherbrooke St. E, Perth, Ontario

6:00 p.m. *Fire Board Meeting*

Chair: Councilor Mick Wicklum

1. **CALL TO ORDER**
2. **AMENDMENTS/APPROVAL OF AGENDA**
3. **DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
4. **APPROVAL OF MINUTES**

- i) **Minutes – January 24, 2022 – *attached page 5.***

Suggested Recommendation:

“THAT, the minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting held on January 24, 2022 be approved as circulated.”

5. **DELEGATIONS & PRESENTATIONS**

None.

6. **BUSINESS**

- i) **RFP# 2022-001 Two (2) Fire Service Pumpers – RFP Award – *attached pages 13.***
Greg Saunders, Fire Chief.

Suggested Recommendation:

“THAT, RFP #2022-001 - Two (2) Fire Service Pumpers, be awarded to Fort Garry Fire Trucks in the amount of \$585,792.00 + tax.”

- ii) **Smiths Falls Fire Service Agreement Renewal.**
Greg Saunders, Fire Chief.

Suggested Recommendation:

*“**THAT**, staff move forward with the Smiths Falls Fire Service Agreement Renewal;*

***AND THAT**, the Agreement be brought forwarded to Drummond/North Elmsley Township Council for approval.”*

- iii) **Mandatory Certification Update – attached page 16.**
Darren Gibson, Deputy Fire Chief.

- iv) **Vaccination Policy Review (discussion).**

- v) **2021 Audit Update (verbal).**
Megan Moore, Administrative Assistant/Treasurer.

- vi) **Billing Status Update – attached page 21.**
Greg Saunders, Fire Chief

- vii) **Firefighter Hours & Pay Update – attached page 22.**
Greg Saunders, Fire Chief

- viii) **Deputy Fire Chief Update (verbal).**
Darren Gibson, Deputy Fire Chief.

- ix) **Fire Chief Update (verbal).**
Greg Saunders, Fire Chief.

7. NEW/OTHER BUSINESS

None.

8. IN-CAMERA

None.

9. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Proposed Meeting Date: TBD

10. DEFERRED ITEMS

**The following items will be discussed at the next and/or future meeting:*

- 2021 Audit

- *Corporate Credit Card Account for Drummond/North Elmsley Tay Valley Fire Rescue/Corporate Credit Card Policy.*

11. ADJOURNMENT

MINUTES

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Monday, January 24, 2022
6:00 p.m.
Zoom Meeting

ATTENDANCE:

Members Present: Chair, Councillor Mick Wicklum
Vice-Chair, Councillor Paul Coutts
Councillor John Matheson
Councillor Fred Dobbie
Councillor RoxAnne Darling
Councillor Ray Scissons

Staff Present: Greg Saunders, Fire Chief
Darren Gibson, Deputy Fire Chief
Megan Moore, Recording Secretary

Members & Staff Absent: None.

1. CALL TO ORDER.

The meeting was called to order at 6:00 p.m.
A quorum was present.

2. APPOINTMENT OF CHAIR FOR 2022 TERM.

RESOLUTION #FB2022-01

MOVED BY: Ray Scissons
SECONDED BY: RoxAnne Darling

“**THAT**, Mick Wicklum be appointed Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one-year term, effective January 1, 2022.”

ADOPTED

3. APPOINTMENT OF VICE-CHAIR FOR 2022 TERM.

RESOLUTION #FB2022-02

MOVED BY: Mick Wicklum
SECONDED BY: Fred Dobbie

“**THAT**, Paul Coutts be appointed Vice-Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one-year term, effective January 1, 2022.”

ADOPTED

4. AMENDMENTS/APPROVAL OF AGENDA.

- i) Addition under New/Other Business: New Half-Ton Truck
- ii) Addition under New/Other Business: Burning Infraction Invoice Payment Inquiry

The agenda was approved as amended.

5. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST & GENERAL NATURE THEREOF.

None at this time.

6. APPROVAL OF MINUTES.

- i) **Minutes – October 14, 2021.**

RESOLUTION # FB2022-03

MOVED BY: John Matheson
SECONDED BY: Ray Scissons

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on October 14, 2021 be approved as presented.”

ADOPTED

- i) **Minutes – October 27, 2021.**

RESOLUTION # FB2022-04

MOVED BY: Paul Coutts
SECONDED BY: Ray Scissons

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on October 27, 2021 be approved as presented.”

ADOPTED

7. DELEGATIONS & PRESENTATIONS.

None.

8. BUSINESS.

- i) **Financial Signing Authority for 2022 Term: Chair, Vice-Chair and Administrative Assistant/Treasurer.**

RESOLUTION # FB2022-05

MOVED BY: RoxAnne Darling
SECONDED BY: John Matheson

“**THAT**, the Fire Board allocates signing authority to Mick Wicklum (Fire Board Chair), Paul Coutts (Fire Board Vice-Chair), and Megan Moore (Administrative Assistant/Treasurer).”

ADOPTED

ii) **Approval of Probationary Firefighters.**

The Fire Board approved hiring the probationary firefighters listed below.

RESOLUTION # FB2022-06

MOVED BY: Fred Dobbie
SECONDED BY: Paul Coutts

“**THAT**, the following individuals be hired as probationary firefighters for BBD&E Station effective January 24, 2022:

Adam Frizell
Bailey Joy
Brody Murphy
Andy Oakley
Jensen Tysick”

ADOPTED

iii) **Revised Health & Safety Policy.**

RESOLUTION # FB2022-07

MOVED BY: Fred Dobbie
SECONDED BY: John Matheson

“**THAT**, the revised Health and Safety Policy be adopted.”

ADOPTED

iv) **Draft Covid-19 Vaccination Policy.**

The Board discussed the Covid-19 Vaccination Policy and agreed to a few changes to the policy.

RESOLUTION # FB2022-08

MOVED BY: Ray Scissons
SECONDED BY: John Matheson

“**THAT**, the Covid-19 Vaccination Policy for the Drummond/North Elmsley Tay Valley Fire Rescue be adopted.”

ADOPTED

v) **Microsoft Dynamics Software Update.**

The Administrative Assistant/Treasurer provided the Fire Board with an update on the set-up and installation of the new financial system for the Fire Department.

vi) **Deputy Fire Chief Update.**

Darren Gibson, Deputy Fire Chief.

- The Deputy Fire Chief has been spending 3-4 days a week at BBD&E Station, and 1-2 days a week at South Sherbrooke Station.

Training

- New online Training Package has been implemented with close to 50% logged on active. Still working with others to be brought online.
- Hosted a joint Instructor meeting with both stations. Training schedules for both stations for the next three months will be running the same topics with shared lesson plans. Firefighters from one station who are unable to attend their training night are able to travel to other station (this plan will hopefully alleviate the issue regarding make-up training session that was listed in the Master Fire Plan).
- Been working with the New Recruits to bring them up to speed on everything they need to start their County recruit training. Moving forward I will dedicate one night between each of their training sessions to provide help and review training material. As a past Instructor and Skills Evaluator for the County program the recruits will have the advantage of practicing with the same Evaluation forms they will be tested on.
- The Training Center in South Sherbrooke has had a couple of “work bees” over the holidays. Interior walls and a roof prop have been added. Each station has scheduled search and rescue training planned using the Center. I will be taking photos each night for our Facebook page and invite anyone from the Fire Board or council to stop by and check it out.

Prevention

- All the Fire Prevention signs for both municipalities have been taken down and are getting redone. Some of the messages remain the same but we have added some newer ones including Fire Extinguishers and Year-Round Water Safety
- As per Master Fire Plan Recommendations (Section 7.1, Fire Prevention and Pub. Ed.) I have started research into developing a Fire Prevention Program for DNETV Fire Rescue.

Inspections

- COVID has obviously slowed inspections, but we have still performed inspections on:
 - o One Vulnerable Occupancy residence
 - o Two group homes
 - o One recreational camp
 - o One long term care facility

Data Entry and Analysis

- The Deputy Fire Chief has taken over the data entry in the FirePro database for all calls, training, meetings, etc. Numbers for this year are currently up to date, and we will be in a position to provide all firefighters with a quarterly report of their attendance status. This was a point brought up in the SWOT analysis of the Master Fire Plan on how employees would like more transparency in how their year end honorariums are calculated.

Human Resources

- Have setup a new plan for myself and the Station Chiefs to perform the annual employee reviews together. Moving forward we will be able to monitor and measure the expectations and goals set of each firefighter and be able to modify their plans accordingly.
- The next step for online training is to provide Accessibility Act training as well as WHMIS before moving onto Firefighter theory training.

Community

- Have had two calls now from elderly residents in both Tay Valley and Drummond North Elmsley having issues with their smoke alarms and have visited both to help remove their faulty detectors and left temporary ones for them to use.
- Played "Rudolph" so to speak and helped delivery Santa to residents at a care facility that we were told love two things, Xmas and Firetrucks!

vii) **Fire Chief Update.**
Greg Saunders, Fire Chief.

- Total calls in 2021 for BBD&E Station: 144, South Sherbrooke Station: 37
- Total calls to date in 2022 for BBD&E Station: 26 (last year at this time there were 20), South Sherbrooke Station: 10 (last year at this time there were 9).
- Continuing to deal with the ongoing issues caused by the pandemic. No cases have been linked to the Fire Department and training for the Month of January was moved online but will return to in person training in February.

- Fire inspections and drills for our vulnerable occupancies are complete and the data has been forwarded to the Office of the Fire Marshal.
- Been working on the RFP for the two (2) new pumpers trucks (one for each Station) that are included in the 2022 budget. The results will be brought forward at a future meeting. Looking at possibly 2 years before the new trucks are delivered.
- In the process of obtaining quotes for capital items listed in the 2022 budget.
- BBD&E Firefighters Association would like to thank the Fire Board for allowing the group to host their Christmas Party at BBD&E Station in November.
- All fire trucks are in the process of being safe tied
- Otty Lake dry hydrant was installed late last year and is working well.
- Burn Permits are now set to expire annually on November 30. The old fire permit phone line has been disconnected and residents are encouraged contact the fire department if they have any issues registering for a new permit.
- Still working on an updated draft of the burning by-law for each Township
- New recruits have been hired and are going through the orientation process.

8. NEW/OTHER BUSINESS.

i) New Half-Ton Truck.

The Fire Chief reported that last fall there were no response to the Request for Proposal (RFP) for a Half-Ton truck, they reissued the RFP and received three responses and after reviewing them the Fire Chief is recommending awarding it to A & B Ford. The date of delivery is unknown.

RESOLUTION # FB2022-09

MOVED BY: John Matheson
SECONDED BY: RoxAnne Darling

“**THAT**, the Proposal from A&B From in the amount of \$53,878 for the purchase of a half-ton truck be awarded.”

ADOPTED

ii) Burning Infraction Invoice Payment Inquiry.

The Fire Chief provided the Fire Board with an update regarding an outstanding burning infraction invoice from 2021. The resident was requesting that the Fire Board cancel or lower the amount owing. The Fire Board indicated that the resident had not contacted any member of the Fire Board regarding the issue and that the Fire Chief should proceed with obtaining payment for the invoice.

9. IN-CAMERA.

None.

10. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS.

Next Meeting: To be determined.

11. DEFERRED ITEMS.

**The following items will be discussed at the next and/or future meeting:*

· *None.*

12. ADJOURNMENT.

The Board adjourned at 6:48 p.m.

BUSINESS

Results of RFP# 2022-001: Two (2) Fire Service Pumpers

List of companies invited to submit a proposal:

**Metalfab Fire Trucks
Battleshield Industries Limited
Fort Garry Fire Trucks
Dependable Truck & Tank Limited
E-ONE
Thibault Fire Trucks
Commercial Truck Equipment Company**

One (1) Proposal was received:

Fort Garry Fire Trucks

Proposed Cost for one (1) fire service pumper:

Subtotal: \$585,792.00

Tax: \$76,152.96

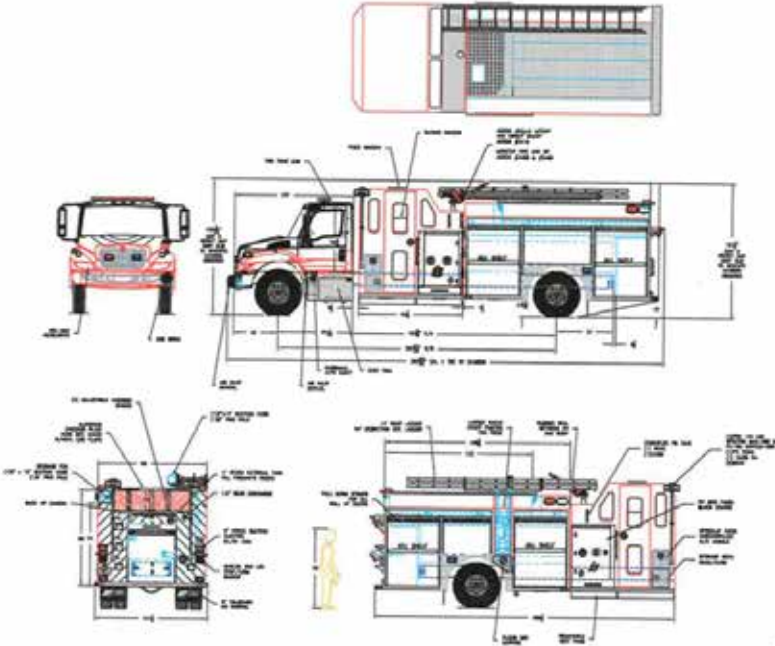
Total: \$661,944.96

**Proposed Delivery: 420-450 days from receipt of
purchase order.**



BODY TYPE: EXTRUDED ALUMINUM
TANK TYPE: DRY SIDE

REV. NO. 1 0719-1 (REVISED TEMPLATE)
REV. 0 2017-05-02



SPECIFICATION

- DESIGN:**
 - INTERNATIONAL MIGHT 550, 450 REGULAR CAB
 - MAX. GVWR 14,500 LB. (6580 KG) / 15,500 LB. MAX.
 - DAILY ENGINE OILSERVICE IS 30% OF GVE 2017
 - MOTOR OIL TRANSDUCER, ALUMINUM 3000 PSI
- PAINT:**
 - PRIMER (2000) (1000) (1000) (1000)
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- WHEELS:**
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EMERGENCY EQUIPMENT AND ACCESSORIES
SEE QUOTE SPECIFICATION FOR DETAILS

COMP. COMPARTMENT FRAME DIMENSIONS

COMP.	COMPARTMENT FRAME DIMENSIONS
L1	48.25W x 59H x 27D
L2	52.25W x 40H x 27D
L3	48.25W x 69H x 27D
R1	48.25W x 69H x 27D
R2	44W x 40H x 27D
R3	48.25W x 59H x 27D
R4	44W x 40H x 27D

1. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS NOTED OTHERWISE.
2. DIMENSIONS ARE TO THE CENTER LINE UNLESS NOTED OTHERWISE.
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A	QUOTE DRAWING	SP	24 MAR 2022
REV	DESCRIPTION OF CHANGE	BY	DATE

FORT GARRY
FIRE TRUCKS
WWW.FGFT.COM
WINNIPEG, MANITOBA, CANADA 1-800-565-3473

DESCRIPTION	DRUMMOND NORTH ELSMSLEY
SCALE	1:70
DATE	04 APR 2022
BY	SP

REV	ERE308H6	SHEET	1 OF 1
DATE	04 APR 2022	REV NO.	22CH08



DRUMMOND NORTH ELSLEY / TAY VALLEY FIRE RESCUE

Presentation on status of
ONTARIO REGULATION 343/22
concerning
FIREFIGHTER CERTIFICATION



ONTARIO REGULATION 343/22
made under the
FIRE PROTECTION AND PREVENTION ACT, 1997
Filed: April 14, 2022
Effective Start Date: July 1, 2022

MANDATORY CERTIFICATION

Every municipality, and every fire department in a territory without municipal organization, must ensure that its firefighters perform a fire protection service set out in this Regulation only if, on or after the corresponding day specified,

- (a) the firefighter performing the fire protection service is certified, at a minimum, to the corresponding certification standard set out in this Regulation
- (b) this Regulation provides that the certification standard referred to in clause (a) does not apply with respect to the firefighter.





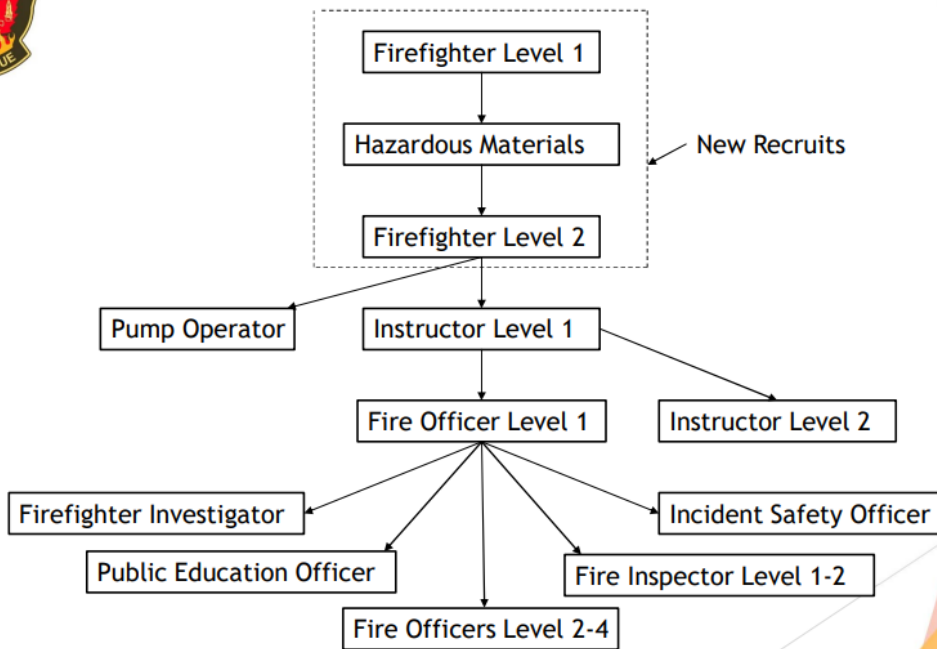
If your level of service includes:

- Interior Fire Attack
- Auto Extrication
- Hazardous Materials at minimum of Operations Level



Your minimum certification level will be:

Full NFPA standards





FIREFIGHTER 1 and 2 CHAPTERS

- Health and Safety
- Fire Department Communications
- Building Construction
- Fire Behaviour
- Protective Equipment
- Fire Extinguishers
- Ropes and Knots
- Search and Rescue
- Forcible Entry
- Ground Ladders
- Tactical Ventilation
- Water Supply
- Fire Hose
- Fire Streams
- Fire Control
- Loss Control
- Fire Origin and Cause
- Sprinkler Systems



FIREFIGHTER OFFICER LEVEL 1 CHAPTERS

- Roles and Responsibilities
- Administration
- Accountability
- Cultural Diversity
- Health and Safety
- Human Resource Management
- Public Relations
- Incident Command
- Budgeting Process
- Strategy and Tactics



DEADLINES TO MEET

Fire services must ensure their firefighters are certified to provide fire protection services after the following dates:

July 1 2026

Firefighter, Officer, Fire Prevention, etc.

July 1 2028

Technical Rescue



DNETV FIRE RESCUE CERTIFICATION STATUS

July 1 2026 – “CORE” Training

Firefighter, Officer, Hazmat.

As of April 14, 2022 – 95% certification of both stations

July 1 2026 - “SPECIALITY” Training

Prevention, Inspection, Investigator, Pump Operator.*

As of April 14, 2022 – 85% certification on most,

15% certification on Pump Operators

NOTE: Pump Ops only mandatory for new hires but we feel it necessary to bring all up to speed

July 1 2028 – “ADVANCED” Training

Technical Rescue

As of April 14, 2022 – 15% completed



DNETV FIRE RESCUE PLAN

YEAR 1 – July 2022 to July 2023

- Completion of outstanding 5% certification on Core training

YEAR 2 – July 2023 to July 2024

- Completion of Specialty certifications

YEARs 2 to 4– July 2023 to July 2026*

- Completion of Advanced Technical Rescue training to required awareness levels

*NOTE: 2 year buffer built in on completion of Technical Rescue



Q / A

DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

Billing Status
November 1, 2021 to April 21, 2022

BBD&E Station

INCIDENT No.	Date	PURPOSE OF BILL	DATE BILLED	AMOUNT BILLED	STATUS RECEIVED	COMMENTS

<i>Total Amount Billed:</i>	<i>Total Amount Received:</i>	<i>Outstanding Balance for BBD&E Station:</i>
0.00	0.00	0

South Sherbrooke Station

INCIDENT No.	Date	PURPOSE OF BILL	DATE BILLED	AMOUNT BILLED	STATUS RECEIVED	COMMENTS
2022-S010	19-Jan-22	MTO	16-Mar-22	1,455.00		Waiting on MTO approval of Invoice

<i>Total Amount Billed:</i>	<i>Total Amount Received:</i>	<i>Outstanding Balance for South Sherbrooke Station:</i>
1,455.00	0.00	1455

2022 FIREFIGHTER HOURS & PAY UPDATE
November 1, 2021 to April 21, 2022

STATION		PAY	COMMENTS
BBD&E STATION			
Fire Department Activities		\$ 3,391.44	
Maintenance		\$ 2,018.84	
Training		\$ 10,241.92	
Response Attendance		\$ 44,773.49	
Honorariums			
Station Chief		\$ 5,000.00	
Training Officer		\$ 3,000.00	
Captains		\$ 6,000.00	
On Call		\$ 5,960.00	
Truck/Inventory Checks		\$ 2,862.09	
Trainer Facilitator		\$ 2,500.00	
Lesson Plan		\$ 270.00	Estimated
Total		\$ 86,017.78	
TOTAL		\$ 86,017.78	Armt Budgeted: \$195,000.00
Vacation Pay	0.06	\$ 5,161.07	After 5 years - get .06%. 8 FF under 5 yrs.
	Total:	\$ 91,178.85	Balance of: \$103,821.15

2022 FIREFIGHTER HOURS & PAY UPDATE
November 1, 2021 to April 21, 2022

STATION		PAY	COMMENTS
SOUTH SHERBROOKE STATION			
Fire Department Activities		\$ 2,018.84	
Maintenance		\$ 1,274.09	
Training		\$ 8,235.46	
Response Attendance		\$ 10,498.92	
Honorariums			
Station Chief		\$ 5,000.00	
Training Officer		\$ 3,000.00	
Captains		\$ 6,000.00	
Officer on Call (Summer)		\$ 1,680.00	
Truck/Inventory Checks		\$ 2,049.65	
Trainer Facilitator		\$ 1,250.00	
Lesson Plans		\$ 1,300.00	Estimated
Total		\$ 42,306.96	
TOTAL		\$ 42,306.96	Armt Budgeted: \$83,000.00
Vacation Pay	0.06	\$ 2,538.42	After 5 years - get .06%. 3 FF under 5 yrs.
	Total:	\$ 44,845.38	Balance of: \$38,154.62