



DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

FIRE BOARD MEETING AGENDA

Monday, January 24, 2022 – 6:00 p.m.
Conference Call

Join Zoom Meeting

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Teleconference Participation Etiquette

- please be mindful that the ability to participate in virtual meetings is a new process for all involved (Council, Board Members, staff & the public);
- a meeting via teleconference shall never be treated differently than a meeting in person, whereby all attendees shall abide by proper meeting procedure and etiquette;
- as meeting attendees log onto the teleconference line, you will likely hear others join as well (this will be signified by a beeping noise);
- we ask that all attendees mute their phones; doing so will eliminate any background noise and create a much more seamless process (for Members only - if/when you wish to speak during the meeting, you will simply unmute your phone and upon completion of your thought, please re-mute)
- the Chair will call the meeting to order at the time indicated on the agenda and at that time we ask that everyone else remain silent;

- roll call will be completed at which time Members will simply respond “present”;
 - the Chair will then remind all attendees to place their phones on mute
 - as the Chair moves through the agenda, she will call on the appropriate staff person to speak to their reports;
 - we request that you retain your questions until the end of the report, at which time the Chair will ask if anyone has questions;
 - you will be required to say your name (ex. Councillor Sachs) and if more than one Member has a question, the Chair will tally the names and those will then be asked to speak in the sequence to which they made the request;
 - the Chair will read each motion, along with the mover and seconders name
 - when the Chair calls a vote; remaining silent indicates you are in favour. For those opposed, please state your name.
-

6:00 p.m. Fire Board Meeting

Chair: _____.

1. CALL TO ORDER

2. APPOINTMENT OF CHAIR FOR 2022 TERM

Suggested Recommendation:

“THAT, _____ be appointed Chair of the Fire Board for a one-year term, effective January 24, 2022.”

3. APPOINTMENT OF VICE-CHAIR FOR 2022 TERM

Suggested Recommendation:

“THAT, _____ be appointed Vice-Chair of the Fire Board for a one-year term, effective January 24, 2022.”

4. AMENDMENTS/APPROVAL OF AGENDA

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

6. APPROVAL OF MINUTES

- i) **Minutes – October 14, 2021 – *attached, page 5.***

Suggested Recommendation:

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

- ii) **Minutes – October 27, 2021 – *attached, page 10.***

Suggested Recommendation:

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

7. DELEGATIONS & PRESENTATIONS

None.

8. BUSINESS

- i) **Signing Authority for 2022 Fire Board Chair and Vice-Chair.**
- ii) **Approval of Probationary Firefighters.**
- iii) **Revised Health & Safety Policy – *attached, page 14.***
- iv) **Draft Covid-19 Vaccination Policy – *attached, page 16.***
- v) **Microsoft Dynamics Software Update.**
- vi) **Deputy Fire Chief Update.**
Darren Gibson, Deputy Fire Chief.
- vii) **Fire Chief Update.**
Greg Saunders, Fire Chief.

9. NEW/OTHER BUSINESS

None.

10. IN-CAMERA

None.

11. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Proposed Meeting Date: TBD

12. DEFERRED ITEMS

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

- *None.*

13. ADJOURNMENT

MINUTES

DRUMMOND NORTH ELSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday October 14, 2021

6:00 p.m.

BBD&E Station – 14 Sherbrooke Street East, Perth, Ontario
Training Room

ATTENDANCE:

Members Present:

Chair, Councillor John Matheson
Vice-Chair, Councillor Mick Wicklum
Councillor Ray Scissons
Councillor Paul Coutts
Councillor Fred Dobbie

Staff Present:

Greg Saunders, Fire Chief
Megan Moore, Recording Secretary

Members & Staff Absent:

Councillor RoxAnne Darling
Paul Cameron, Station Chief, BBD&E Station
Jeff Kirkham, South Sherbrooke Station Chief

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

i) Addition under Business: Township Mandatory Covid-19 Vaccination Policy.

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

None at this time.

4. APPROVAL OF MINUTES

- i) **Minutes – August 9, 2021.**

RESOLUTION # FB2021-22

MOVED BY: Ray Scissons
SECONDED BY: Fred Dobbie

“**THAT**, the minutes of the Fire Board meeting held on August 9, 2021 be approved as presented.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

- i) **Financial Status**

The Fire Chief reviewed the current financial status with the Fire Board.

RESOLUTION # FB2021-23

MOVED BY: Ray Scissons
SECONDED BY: Fred Dobbie

“**THAT**, the Fire Board approves the financial status update as at October 13, 2021.”

ADOPTED

- ii) **Billing Status to October 13, 2021**

The Fire Chief reviewed the current billing status with the Fire Board.

- iii) **Firefighters Hours & Pay Update to October 13, 2021**

The Fire Chief reviewed the total number of hours and provided a pay update for the 2021 call year for both fire stations.

- iv) **Emergency Response Calls Review to October 13, 2021**

The Fire Chief reviewed the total number of calls from November 1, 2020 to October 13, 2021.

v) **2022 Draft Budget**

RESOLUTION # FB2021-24

MOVED BY: Mick Wicklum
SECONDED BY: Ray Scissons

“**THAT**, the 2022 draft budget be approved as presented.”

ADOPTED

vi) **Snowplowing Contract**

RESOLUTION # FB2021-25

MOVED BY: Fred Dobbie
SECONDED BY: Paul Coutts

“**THAT**, the Snow Removal contract with Bosman’s All-Weather Property Maintenance be extended for a period of one (1) year.”

ADOPTED

vii) **Insurance Contract**

RESOLUTION # FB2021-26

MOVED BY: Fred Dobbie
SECONDED BY: Paul Coutts

“**THAT**, the current insurance policy with McDougall Insurance be renewed for an additional year (expiry date will be December 31, 2022).”

ADOPTED

viii) **New ½ Ton Administration Truck RFP Results**

No responses were received for the ½ Ton Administration Truck RFP.

ix) **New Pumper RFP**

The Fire Chief will start working on the RFP for the new pumper trucks soon.

x) **Firefighter Recruitment**

The fire department is looking to hire new volunteer firefighters at both stations.

xi) **Firefighter Christmas Party - *deferred to the next meeting.***

xii) **Township Mandatory Covid-19 Vaccination Policy**

RESOLUTION # FB2021-27

MOVED BY: Paul Coutts

SECONDED BY: Mick Wicklum

“**THAT**, the Board requires that their full-time staff and volunteer firefighters be vaccinated pursuant to a Covid-19 vaccination policy that will be drafted by the Fire Chief.”

ADOPTED

xiii) **Fire Chief Update (verbal).**

Greg Saunders, Fire Chief.

- The Fire Chief provided the Fire Board with an update of activities and events taking place at the Fire Department.

8. NEW/OTHER BUSINESS

None.

9. IN-CAMERA

i) **CONFIDENTIAL: Identifiable Individual – Deputy Fire Chief Position.**

RESOLUTION #FB2021-28

MOVED BY: Fred Dobbie

SECONDED BY: Paul Coutts

“**THAT**, the Board move “in camera” at 7:20 to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding Deputy Fire Chief Position;

AND THAT, the Fire Chief and the recording secretary remain in the room.”

ADOPTED

RISE & REPORT: The Fire Board directed the Deputy Fire Chief hiring Committee to move forward with the hiring of the new Deputy Fire Chief and the salary range.

RESOLUTION #FB2021-29

MOVED BY: Fred Dobbie
SECONDED BY: Mick Wicklum

“THAT, the Fire Board move “in-camera” at 7:30 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding a wage review for full-time staff;

AND THAT the recording secretary remain in the room.”

ADOPTED

RESOLUTION #FB2021-30

MOVED BY: Paul Coutts
SECONDED BY: Mick Wicklum

“THAT, the Fire Board return to open session at 7:45 p.m.”

ADOPTED

RISE & REPORT: The Board approved the salary increases for the Fire Chief and Administrative Assistant/Treasurer.

10. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: TBD.

11. DEFERRED ITEMS

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

12. ADJOURNMENT

The Board adjourned at 8:04 p.m.

DRUMMOND NORTH ELSLEY TAY VALLEY FIRE BOARD MINUTES

Wednesday, October 27, 2021

5:00 p.m.

BBD&E Station – 14 Sherbrooke Street East, Perth, Ontario
Training Room

ATTENDANCE:

Members Present:

Chair, Councillor John Matheson
Vice-Chair, Councillor Mick Wicklum
Councillor RoxAnne Darling
Councillor Paul Coutts
Councillor Fred Dobbie

Staff Present:

Greg Saunders, Fire Chief
Megan Moore, Recording Secretary

Members & Staff Absent:

Councillor Ray Scissons
Paul Cameron, Station Chief, BBD&E Station
Jeff Kirkham, South Sherbrooke Station Chief

1. CALL TO ORDER

The meeting was called to order at 5:15 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Addition under Business: Fire Department Pay Grid
- ii) Addition under Business: Firefighter Christmas Party

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

None at this time.

4. APPROVAL OF MINUTES

None.

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

i) **Firefighter Christmas Party**

RESOLUTION # FB2021-31

MOVED BY: Paul Coutts
SECONDED BY: Fred Dobbie

“THAT, the Board approves the BBD&E Firefighters Association request for a Special Occasions Permit for the firefighter Christmas Party provided all attendees show proof of vaccination against Covid-19 and said information be recorded;

AND THAT, all Covid-19 safety protocols are followed for the entire duration of the Christmas Party.”

ADOPTED

ii) **Fire Department Pay Grid**

RESOLUTION #FB2021-32

MOVED BY: Paul Coutts
SECONDED BY: Fred Dobbie

“THAT, Drummond/North Elmsley Township staff calculate the salary ranges of the full-time positions of Drummond/North Elmsley Tay Valley Fire Rescue (currently the Fire Chief, Deputy Fire Chief and Administrative Assistant/Treasurer) using the Drummond/North Elmsley Townships current point system to evaluate the placement of the positions within the Drummond/North Elmsley Townships Salary Grid;

AND THAT, all full-time Fire Department positions be added to Drummond/North Elmsley Township’s Salary Grid.”

ADOPTED

8. NEW/OTHER BUSINESS

None.

9. IN-CAMERA

- i) **CONFIDENTIAL: Identifiable Individual – Deputy Fire Chief Position.**

RESOLUTION #FB2021-33

MOVED BY: Fred Dobbie
SECONDED BY: Paul Coutts

“THAT, the Board move “in camera” at 5:45: to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding Deputy Fire Chief Position;

AND THAT, the Fire Chief and Administrative Assistant/Treasurer remain in the room.”

ADOPTED

RESOLUTION #FB2021-34

MOVED BY: Paul Coutts
SECONDED BY: Mick Wicklum

“THAT, the Fire Board return to open session at 6:00 p.m.”

ADOPTED

RISE & REPORT: The Board provided direction with regards to the appointment of the new Deputy Fire Chief.

10. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: TBD.

11. DEFERRED ITEMS

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

12. ADJOURNMENT

The Board adjourned at 6:10 p.m.

BUSINESS



DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

BBDE AND SOUTH SHERBROOKE STATIONS

January 1, 2022

HEALTH AND SAFETY POLICY

Drummond/North Elmsley Tay Valley (DNETV) Fire Rescue is committed to protecting the health and safety of all workplace parties and to the continuing objective of reducing injury and providing a healthy and safe workplace that is free from harassment and actual, attempted or threatened acts of violence. We will take all reasonable precautions to prevent workplace harassment and violence and to protect employees. Commitment to the continual improvement of health and safety is an integral part of this organization and is everyone's responsibility.

This Policy Statement applies to all employees, volunteers, visitors, contractors, vendors and delivery persons. Every person must act in compliance with this policy statement.

All managers are responsible and accountable for development and implementation of participative programs which are tailored to meet specific health and safety needs of their area of responsibility. Further, all management activities will comply with established safety requirements as they relate to the planning, purchasing, operation and maintenance of facilities, apparatus and equipment.

To perform job duties effectively, officers and firefighters at all levels are accountable for their personal health and safety and the safety of others by complying with the *Occupational Health & Safety Act*, its regulations, Section 21 Guidance Notes and standard operating guidelines as established and required by DNETV Fire Rescue. They must also be committed to:

- incorporating health and safety considerations into daily job duties and firefighting decisions;
- meeting or exceeding applicable health and safety laws, regulations, and fire department related policies, plans, and standards;
- developing and/or participating in training and education programs to reduce health and safety risks, both on and off the job;
- communicating with management and co-workers working conditions at emergency calls that may be unsafe or immediately dangerous to life safety, and stopping any operation deemed to be operating in an unsafe condition or manner;
- sharing the results and conclusions of health and safety studies, as well as contributing to the actions taken;
- participating in incident investigations and follow-up activities.

Examples of harassment in the workplace include sexual harassment, teasing, intimidating or offensive jokes or innuendos, display or circulation of offensive pictures or materials, unwelcome, offensive or intimidating phone calls, emails, texts and / or social media posts, or bullying.

Workplace Violence includes but is not limited to the following:

1. The use of physical force against or by a worker that causes or could cause physical injury;
2. The attempted use of physical force against or by a worker that could have caused physical injury;
3. An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace; and
4. Bringing or threatening to bring a weapon of any kind to our workplace or possessing a weapon of any kind while carrying out Fire Department business.

ZERO TOLERANCE - We will not tolerate incidents of workplace harassment or violence perpetrated against or by any employee, customer, vendor, contractor, visitor or any other person at a workplace.

We will support all employees in meeting their responsibilities by integrating health and safety into its everyday business practice in support of DNETV Fire Rescue's internal responsibility system. Collectively, the effort will be made to provide the resources necessary to create a healthy and safe work environment that meets or exceeds all applicable health and safety standards and legislation.

Greg Saunders

Chair, Fire Board



DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

COVID-19 VACCINATION POLICY

January 24, 2022

PURPOSE:

The purpose of this policy is to provide a safe workplace for all Drummond/North Elmsley Tay Valley Fire Rescue full-time employees, volunteer firefighters, Fire Board members and third parties who work for and attend any of the buildings that are managed by the Fire Department. This policy will also provide increased protection against COVID-19 for individuals who require emergency services from the Fire Department within the Township of Drummond/North Elmsley and Tay Valley Township. This policy will also require that all full-time employees, volunteer firefighters, Fire Board members and third parties be fully vaccinated against COVID-19.

LEGISLATIVE AUTHORITY:

Pursuant to Section 25 (2) (h) of the *Occupational Health and Safety Act*, as amended, an Employer shall take every precaution reasonable in the circumstances for the protection of a Worker.

POLICY STATEMENT:

The health and safety of all full-time employees, volunteer firefighters, Fire Board members and third parties is a priority. The Fire Board is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of its full-time employees, volunteer firefighters, Fire Board members and third parties from the hazard of COVID-19. To this end, all full-time employees, volunteer firefighters, Fire Board members and third parties who attend a Fire Department workplace are required to be fully vaccinated against COVID-19 unless a valid medical or human rights exemption is provided.

SCOPE:

This policy applies to all existing and future full-time employees, volunteer firefighters, Fire Board members and third parties until such time that the Province of Ontario lifts all public health requirements. Individuals commencing employment following the effective date of this policy shall, as a condition of employment, provide proof of vaccination.

This policy does not apply to third parties who do not enter the workplace, customers, or residents who utilize Fire Department services.

DEFINITIONS:

| | |
|--------------------------|--|
| “Fire Department” | Drummond/North Elmsley Tay Valley Fire Rescue |
| “Fully Vaccinated” | To be vaccinated against COVID-19 in accordance with the Government of Ontario’s public health guidelines as stipulated as of the day in question |
| “Human Rights Exemption” | A granted accommodation/exemption from COVID-19 vaccination under the Human Rights Code of Ontario |
| “Medical Exemption” | Written proof of a medical exemption from COVID-19 vaccination provided by a physician |
| “Proof of Vaccination” | Documentation issued by the Ontario Ministry of Health, or other equivalent public health organization, indicating COVID-19 vaccination status |
| “Vaccine” | Substances authorized for use by Government of Ontario and administered by personnel authorized by the Government of Ontario for the prevention/reduction of harm caused by COVID-19 |
| “Third Party” | Contractors and consultants acting on behalf of the Fire Department and performing work inside buildings operated by the Fire Department |

VACCINATION REQUIREMENT:

All Fire Department full-time employees, volunteer firefighters and Fire Board members are required to be fully vaccinated against COVID-19 by May 1, 2022 unless a valid medical exemption and proof thereof is provided to the Fire Chief by May 1, 2022 or an exemption based on the Ontario Human Rights Code is granted by the Fire Chief or authorized tribunal.

PROOF OF VACCINATION:

Full-time employees, volunteer firefighters and Fire Board members must disclose their vaccination status to the Administrative Assistant/Treasurer or Fire Chief no later than May 1, 2022.

ACCOMMODATION UNDER THE ONTARIO HUMAN RIGHTS CODE or MEDICAL EXEMPTION:

Full-time employees, volunteer firefighters and Fire Board members who are not able to obtain a COVID-19 vaccine for a reason related to a protected right set out in Ontario's Human Rights Code can request accommodation. All requests for accommodation must be in writing, submitted to the Fire Chief and require written proof of the need for accommodation.

Medical exemptions, as defined above, must be given to the Fire Chief on or before May 1, 2022.

COLLECTION OF INFORMATION AND PRIVACY:

All information gathered as part of this policy will be handled solely by the Administrative Assistant/Treasurer and Fire Chief.

All information, including personal health information, will be treated in compliance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

RESPECT IN THE WORKPLACE:

The Fire Department will not tolerate any workplace harassment, taunts, or threats against anyone who is not vaccinated. Any person, who taunts, retaliates against or threatens anyone in relation to an incident reported under this policy may be disciplined or terminated.

CONSEQUENCES OF NON-COMPLIANCE WITH POLICY:

Any full-time staff or volunteer firefighters who refuse to comply with the requirements under this policy will be placed on unpaid leave for sixty (60) days. If after the sixty (60) days the requirements under this policy are still not met, the Employee will be terminated.

Any Fire Board member refusing to comply with the requirements under this policy will not be permitted to enter any Fire Department workplace or attend any Fire Department

meeting or event in person until compliance is confirmed by the Fire Chief.

Any third party refusing to comply with the requirements under this policy will no longer be retained by the Fire Department until compliance is confirmed by the Fire Chief.

Any individual who submits falsified proof of vaccination or exemption will be terminated.