



DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

AGENDA

Monday, January 30th, 2023 – 6:00 p.m.
BBD&E Station – Training Room
14 Sherbrooke St., Perth, Ontario

Vice-Chair: Councilor Paul Coutts

1. **CALL TO ORDER**
2. **APPOINTMENT OF CHAIR FOR 2023 TERM**

Suggested Recommendation:

“THAT, _____ *be appointed Chair of the Fire Board for a one-year term, effective January 30, 2023.”*

3. **APPOINTMENT OF VICE-CHAIR FOR 2023 TERM**

Suggested Recommendation:

“THAT, _____ *be appointed Vice-Chair of the Fire Board for a one-year term, effective January 30, 2023.”*

4. **AMENDMENTS/APPROVAL OF AGENDA**
5. **DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
6. **APPROVAL OF MINUTES**

- i) **Minutes – September 8th, 2022 – *attached, page 4.***

Suggested Recommendation:

“THAT, *the minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting held on September 8th, 2022 be approved as circulated.”*

- ii) **Minutes – January 19th, 2023 – *attached, page 10.***

Suggested Recommendation:

“THAT, *the minutes of the “Special” Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting held on January 19th, 2023 be approved as circulated.”*

7. DELEGATIONS & PRESENTATIONS

None.

8. BUSINESS

i) **Health & Safety Policy Renewal for 2023.**

Suggested Recommendation:

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

ii) **Probationary Volunteer Firefighters to Volunteer Firefighters.**

Suggested Recommendation:

“THAT, the following individuals be hired as volunteer firefighters for BBD&E Station:

Adam Frizell

Bailey Joy

Brody Murphy

Andy Oakley

Jensen Tysick.”

iii) **Approval of Probationary Volunteer Firefighters.**

Suggested Recommendation:

“THAT, the following individuals be hired as probationary volunteer firefighters for South Sherbrooke Station:

Jason Fuller

Tavis Hance

Ashley Jordan

Quinton Ladd

Matthew Monkhouse.”

iv) **Firefighter Appreciation Dinner.**

Greg Saunders, Fire Chief.

v) **Fire Board Meeting Dates/Schedule.**

Greg Saunders, Fire Chief.

vi) **Open Air Burning By-Law.**

Greg Saunders, Fire Chief.

vii) **2022 Emergency Response Call Totals.**

Greg Saunders, Fire Chief.

- viii) **Firefighter Hours & Pay Update.**
Greg Saunders, Fire Chief.
- ix) **Deputy Fire Chief Update.**
Darren Gibson, Deputy Fire Chief.
- x) **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:*

- i) *None.*

13. ADJOURNMENT

DRUMMOND NORTH ELSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, September 8, 2022

6:00 p.m.

South Sherbrooke Station – 22110 Highway 7, Maberly, Ontario
Training Room

ATTENDANCE:

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

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

Members & Staff Absent: Councillor RoxAnne Darling

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: Emergency Response Call Update.
- ii) Addition under Business: Billing Status Update.
- iii) Addition under Business: Firefighter Hours & Pay Update.
- iv) Addition under Business: Fire Board Chair Update.
- v) Deletion under In-Camera: CONFIDENTIAL Identifiable Individual – Organizational Structure.
- vi) Deletion under In-Camera: CONFIDENTIAL Identifiable Individual – Performance Appraisals.

The agenda was approved as amended.

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

None at this time.

4. APPROVAL OF MINUTES.

- i) **Minutes – June 9, 2022.**

RESOLUTION # FB2022-18

MOVED BY: John Matheson
SECONDED BY: Paul Coutts

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on June 9, 2022 be approved as presented.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS.

- i) **Tour of the South Sherbrooke Training Center.**

The Fire Board took a tour of the newly built South Sherbrooke Training Centre.

6. BUSINESS.

- i) **2022 Snow Removal Contract – *attached page 8.***
Greg Saunders, Fire Chief.

The Fire Board approved extending the snow removal contract with Bosman’s All-Weather Property Maintenance for one (1) year.

RESOLUTION # FB2022-19

MOVED BY: Ray Scissons
SECONDED BY: Fred Dobbie

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

ADOPTED

- ii) **Surplus ½ Ton Truck.**
Greg Saunders, Fire Chief.

The Township of Drummond/North Elmsley would like to purchase old Truck #371. The value of the truck is estimated at \$5,000.00, therefore the Township of Drummond/North Elmsley will pay Tay Valley Township their 50% ownership of the vehicle.

RESOLUTION # FB2022-20

MOVED BY: John Matheson
SECONDED BY: Paul Coutts

“**THAT**, the surplus ½ ton truck be sold as is to the Township of Drummond/North Elmsley for \$2,500.00 Plus all transfer costs.”

ADOPTED

- iii) **Fire Department Social Night at Ecotay.**
Greg Saunders, Fire Chief.

In recognition of the firefighters’ hard work and dedication to the Fire Department the Fire Board authorized spending \$1,000.00 out of the current operating budget to put towards the Fire Department Social Night at Ecotay.

- iv) **Open Air Burning By-Law.**
Greg Saunders, Fire Chief.

Staff are in the process of revising the existing Open Air Burning By-Law. The draft By-Law will be brought forward to the Fire Board for review.

- v) **2023 Draft Budget – *attached page 9.***
Greg Saunders, Fire Chief.

The Fire Chief presented the 2023 draft fire department budget to the Fire Board. The Fire Board approved in principle the budget and now the budget will be sent to each Township Council for final approval.

RESOLUTION # FB2022-21

MOVED BY: Ray Scissons
SECONDED BY: Fred Dobbie

“**THAT**, the 2023 draft budget be approved in principle as presented.”

ADOPTED

- vi) **Emergency Response Call Update – *attached page 14.***
Greg Saunders, Fire Chief.

The Fire Chief provided the Fire Board with an update on the number of emergency response calls the Fire Department has received so far this year.

- vii) **Billing Status Update – *attached page 15.***
Greg Saunders, Fire Chief.

The Fire Chief provided the Fire Board with an update on the Billing status for this year.

- viii) **Firefighter Hours & Pay Update** – *attached page 16.*
Greg Saunders, Fire Chief.

The Fire Chief provided the Fire Board with a cost update on the firefighter honorariums for this year.

- ix) **Deputy Fire Chief Update.**
Darren Gibson, Deputy Fire Chief.

Updated Standard Operating Guidelines for OMYA and Lanark Lodge - further training planned to test the new guidelines. Currently looking to set up an Standard Operating Guidelines review committee as was recommended in the Master Fire Plan.

Upcoming joint emergency scenario with Perth Fire, OPP, and hospital at 3M.

Created a Training Program for the Fire Department, linked back to Establishing & Regulating Bylaw as was recommended in the Master Fire Plan.

Implemented the TOMRMS filing system electronically. TOMRMS is used by Tay Valley and Drummond/North Elmsley Townships as well.

Created a new Standard Incident Report form
- reviewed Ontario Fire Marshal and Emergency Management Standard Incident Report manual as per Master Fire Plan

Created a new Response Attendance Form to track exactly who was on scene and which fire apparatus they took - both of these questions are asked in the FirePro software that generates reports to send to the Ontario Fire Marshal and Emergency Management.

Since the last Fire Board meeting 10 inspections have been completed, 5 of which resulted in violations. Three of those have been resolved and two still pending.

Continued research into updated Mandatory Certification training. Year 2 approach to completion to start in 2023.

Master Fire Plan Recommendations - Progress Update

As of June 6, 2022 – Immediate Recommendations – 10 of 13 started, 3 of those 10 completed

As of Sept 7, 2022 Immediate Recommendations – 11 of 13 started, 5 of those 11 completed

- x) **Fire Chief Update.**
Greg Saunders, Fire Chief.

Both Pumpers are on order but there is no clear delivery date.

The half ton truck is still out of service as the Fire Department is waiting to have emergency lights installed on the truck.

There will be a simulated emergency table top exercise taking place for Tat Valley Township tomorrow with the Emergency Control Group. The exercise for Drummond/North Elmsley Township was completed a few months ago. The Fire Board requested that the Fire Chief provide the Board with an update on how the training exercises went at the next meeting.

Summer camps in both Townships were inspected this year and fire extinguisher training was completed for various groups as well. More fire extinguisher training will take place this fall.

There was a movie filmed at Camp Opemikon over the summer. Four firefighters from the Fire Department signed up to provide fire suppression services (if required). The movie company paid them each \$400.00 for providing their services. The Fire Chief donated the fire trucks for the night the movie was being filmed.

New air bags are scheduled to be replaced for the Rescue units that are owned by Lanark County.

The communications system is old needs to be updated. The Fire Chief is working with the other local Fire Chiefs and Lanark County to purchase and implement a new system.

The fundraising raffle for the BBD&E Firefighter's Association closed last night. The total amount of money raised ended up being \$6,900.00, this amount will be split between the winner and the BBD&E Firefighters Association.

The Fire Department has received a \$5,000 grant from Enbridge for training materials.

xi) **Fire Board Chair Update.**
Mick Wicklum, Fire Board Chair.

A motion was previously passed by the Fire Board approving all full-time Fire Department staff to be included in the Drummond/North Elmsley Pay Grid; meaning staff wages for the next budget year are automatically determined by the updated pay grid. Staff Performance appraisals must still be completed annually. Therefore, in the near future, the Fire Board Chair and Vice-Chair will be completing the performance appraisal for the Fire Chief. All Fire Board members were requested to contact the Fire Board Chair with any comments or feedback that they'd like to see included in the Fire Chief's performance appraisal.

7. NEW/OTHER BUSINESS.

None.

8. IN-CAMERA.

None.

9. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS.

Next Meeting: To be determined.

10. DEFERRED ITEMS.

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

ii) *None.*

11. ADJOURNMENT.

The Board adjourned at 8:00 p.m.

DRUMMOND NORTH ELSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, January 19, 2023

6:00 p.m.

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

ATTENDANCE:

Members Present: Vice-Chair, Councillor Paul Coutts
Councillor John Matheson
Councillor Wayne Baker
Councillor Marilyn Thomas
Councillor Greg Hallam

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

Members & Staff Absent: Councillor Ray Scissons

1. CALL TO ORDER.

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

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

None at this time.

3. 2023 FIRE BOARD ORIENTATION

- i) **2023 Fire Department Budget Overview – attached, page 21.**
Greg Saunders, Fire Chief.

Fire Chief Saunders reviewed the 2023 fire department budget with members of the Fire Board.

- ii) **Fire Department Applicable By-Laws – attached, page 4.**
Greg Saunders, Fire Chief.

Fire Chief Saunders reviewed the applicable by-laws with members of the Fire Board.

- iii) **Fire Service Agreements – attached, page 28.**
Greg Saunders, Fire Chief.

Fire Chief Saunders reviewed various fire service agreements with the Fire Board.

- iv) **Fire Protection and Prevention Act.**
Greg Saunders, Fire Chief.

Fire Chief Saunders provided the Fire Board with an overview of the Fire Protection and Prevention Act.

- v) **2021 Fire Master Plan – attached, page 36.**
Greg Saunders, Fire Chief.

Fire Chief Saunders provided the Fire Board with an overview of the Master Fire Plan.

- vi) **Administration Office/BBD&E Station Tour.**
Greg Saunders, Fire Chief.

The Fire Board took a tour of the administration offices and the BBD&E Station.

4. **ADJOURNMENT.**

The Board adjourned at 8:05 p.m.