

# DRUMMOND NORTH ELSLEY TAY VALLEY FIRE BOARD MINUTES

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Monday, September 14<sup>th</sup>, 2020

6:00 p.m.

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

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## ATTENDANCE:

**Members Present:** Chair, Councillor RoxAnne Darling  
Vice-Chair, Councillor John Matheson (arrived at 6:43 p.m.)  
Councillor Ray Scissons  
Councillor Fred Dobbie  
Councillor George Sachs  
Councillor Mick Wicklum

**Staff Present:** Greg Saunders, Fire Chief  
Megan Moore, Recording Secretary  
Paul Cameron, Station Chief, BBD&E Station  
Jeff Kirkham, Station Chief, South Sherbrooke

**Members & Staff Absent:** None.

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## 1. CALL TO ORDER

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

## 2. AMENDMENTS/APPROVAL OF AGENDA

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

None at this time.

## 4. APPROVAL OF MINUTES

i) Minutes – May 11<sup>th</sup>, 2020.

### RESOLUTION # FB2020-35

**MOVED BY:** Fred Dobbie

**SECONDED BY:** Ray Scissons

“**THAT**, the minutes of the Fire Board meeting held on May 11, 2020 be approved as presented.”

**ADOPTED**

## 5. DELEGATIONS & PRESENTATIONS

- i) **Master Fire Plan & Community Risk Assessment – attached, pages 6-18.**  
Terry Gervais, The Loomex Group

## 6. BUSINESS

- i) **Snowplowing Contract – attached, pages 20-23.**

### **RESOLUTION # FB2020-36**

**MOVED BY:** Ray Scissons

**SECONDED BY:** Fred Dobbie

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

**ADOPTED**

- ii) **Insurance Contract – attached, pages 24-27.**

### **RESOLUTION # FB2020-37**

**MOVED BY:** George Sachs

**SECONDED BY:** Mick Wicklum

“**THAT**, the Board renews the current insurance policy with McDougall Insurance for an additional year (expiry date will be December 31, 2021).”

**ADOPTED**

- iii) **Lanark County Radio Communications System.**

The fire communications system for all Lanark County Fire Departments is owned by Lanark County (this includes the towers and the entire system network). All radios and pagers used by firefighters are owned by each separate municipality. Each tower has a link that allows towers to communicate with each other. It was brought up at Lanark County Council a few weeks ago that one of the links is down and needs to be replaced. The system is almost 12 years old and the links are no longer available for purchase so \$52,000 was requested at County Council to rebuild the link. The County Chiefs were asked to provide their options on if the link should be replaced. All Chiefs agreed that the link needs to be replaced because it’s imperative that the communications system continues to function. However, the County should start looking at upgrading the system. Last week County Council approved purchasing the link but will also hire a consultant to review the communications system moving forward. It will cost millions of dollars to replace the system. This issue was brought forward to the Fire Board because the Fire Chief is recommending that the Board start thinking about creating a communications reserve for the replacement of fire department pagers and radios for when the communications system is replaced. More details will be brought forward to the Fire Board as updates from the County level are provided.

- iv) **Surplus Tanker Status** – *attached, page 28.*

**RESOLUTION # FB2020-38**

**MOVED BY:** George Sachs

**SECONDED BY:** John Matheson

“**THAT**, the Board approves the transfer of funds retained from the sale of the surplus tanker in the amount of \$17,403.41 to the BBD&E Apparatus Reserve.”

**ADOPTED**

- v) **Township’s COVID-19 Grant** – *attached, page 29.*

**RESOLUTION # FB2020-39**

**MOVED BY:** Mick Wicklum

**SECONDED BY:** George Sachs

“**THAT**, the Board approves the transfer of funds retained from the sale of the surplus tanker in the amount of \$17,403.41 to the BBD&E Apparatus Reserve.”

**ADOPTED**

- vi) **Financial Status** – *attached, pages 30-35.*

**RESOLUTION # FB2020-40**

**MOVED BY:** Ray Scissons

**SECONDED BY:** Fred Dobbie

“**THAT**, the Fire Board approve the Financial Status update as at September 4, 2020.”

**ADOPTED**

- vii) **Billing Status** – *attached, page 36.*

Fire Chief Saunders reviewed the current billing status and the outstanding items that will be forwarded to the applicable Township Office to add to the owner’s tax roll.

- viii) **Firefighters Hours/Pay & Emergency Response Calls Update** – *attached, pages 37-39.*

Fire Chief Saunders gave an update on the following:

- The firefighter’s hours and pay (from November 1, 2019 to September 11, 2020)
- the number of fire calls for both stations (from November 1, 2019 to September 11, 2020).
- the types of calls that took place (from November 1, 2019 to September 11, 2020).

## 7. OLD BUSINESS

### i) **Fire Chief Update (verbal).**

Greg Saunders, Fire Chief.

- The fire administrative office is currently closed to the public because of Covid-19. A doorbell has been installed outside the front door and residents can ring for service and we will go outside and meet them. We have also been assisting residents through email and by phone.
- Capital projects have all been completed for this year other than the dry hydrant on Mississippi Lake. The Fire Department is still waiting to hear back from MNR however it is scheduled to be installed later this fall.
- All training sessions and meetings for the Fire Department were cancelled for the first few months of the pandemic but training has now resumed in small groups and an association meeting is scheduled for later this month. The meeting will be held in the truck bays to adhere to social distancing rules.
- Calls for service have been completely different during the pandemic. Many residents are burning more and after the fire ban was lifted in the spring between 200-300 fire permits were issued within a week.
- The office has been busy collecting and sending information for the Master Fire Plan.
- The Fire Chief has completed a few private road inspections.
- The Fire Chief suggested that the Fire Board purchase a thank you gift for Nancy Fleming for her time spent at the Fire Department while Megan was on Maternity Leave. The Fire Board agreed to purchase \$200 worth of gift certificates to give to Nancy.

### ii) **BBD&E Fire Station Chief Update (verbal).**

Paul Cameron, BBDE Station Chief.

- Continues to come in on Monday mornings to review truck check sheets and work on fire apparatus.

### iii) **South Sherbrooke Fire Station Chief Update (verbal).**

Jeff Kirkham, South Sherbrooke Station Chief.

- Firefighter roster has decreased by one. A firefighter moved out of the area.
- An update on the training center was provided.

## 8. NEW/OTHER BUSINESS

None.

**9. IN-CAMERA**

None.

**10. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS**

Next Meeting: Monday, October 5<sup>th</sup>, 2020 at 6:00 p.m. AT SOUTH SHERBROOKE STATION

**11. DEFERRED ITEMS**

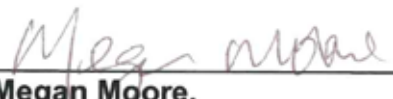
*\*The following items will be discussed at the next and/or future meeting:*

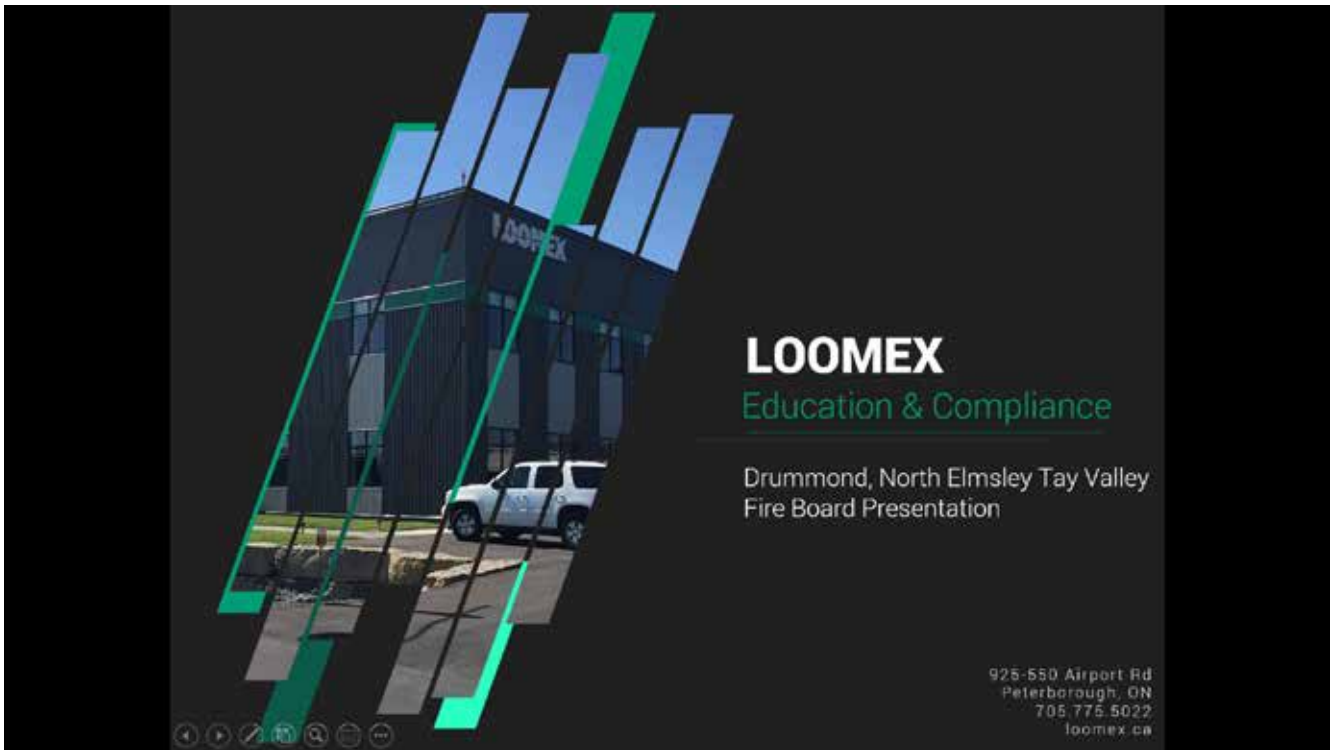
- *Firefighter Residency Boundary Policy.*

**12. ADJOURNMENT**

The Board adjourned at 7:30 p.m.

  
\_\_\_\_\_  
**RoxAnne Darling,**  
**Chair**

  
\_\_\_\_\_  
**Megan Moore,**  
**Recording Secretary**



## THE LOOMEX GROUP



## Master Fire Plan Officers Presentation



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## WHAT WE DO



LOOMEX **INFRASTRUCTURE & ASSET MANAGEMENT**

LOOMEX **EDUCATION & COMPLIANCE**

LOOMEX **AVIATION & AEROSPACE**

*We are property managers, communicators, educators and trainers. We offer a wide range of services through our three divisions.*

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**Terry Gervais**  
Director of Education &  
Compliance | The Loomex Group

- Retired in 2016 as a member of Ontario Fire Service with over 36 years of experience
- Worked with volunteer, composite and career departments
- Director of Education and Compliance for The Loomex Group
- Specializes in writing Master Fire Plans, Organization Reviews, Service Level Reviews and Emergency Response Plans



Chris Burke  
Project Writer | The Loomex Group

- Retired in 2017 as the Acting Deputy Chief of Communications and Rural Operations
- Continues to be an active Volunteer Firefighter, trainer and mentor
- Worked with volunteer, composite and career departments
- Project Writer for The Loomex group
- Specializes in writing Master Fire Plans, Human Resources, and Operational Reviews

# PURPOSE OF A FIRE SERVICES MASTER PLAN



Ensures the municipality is compliant with the *Fire Protection and Prevention Act (FPPA)* and other applicable legislation



Provides recommendations on the appropriate levels of Public Education, Code Enforcement and Fire Suppression



Allows staff to provide the Fire Board with the necessary information so they can make decisions that will protect lives and property



Provides a clear picture of current and future needs of the community for emergency services



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# PURPOSE OF A FIRE SERVICES MASTER PLAN



Provides the Fire Board and the Fire Chief with a “vision” so that proper budgeting and implementation can be provided that mitigates the chances of surprises for the Municipalities



Ensures that the resources available are used in the most efficient and cost-effective way



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# Fire Services Master Plan Framework

Review of applicable legislation and by-laws

Organizational Structure and Staffing

Public Education & Code Enforcement

Community Risk Profile

Training and Education

Life Cycle Programs

Budgets

Emergency Response

Fire Protection Agreements

Emergency Management

Fleet & Equipment

Specialized Rescue

Performance Measurement



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# Community Risk Profile

Community risk profiles allow fire departments to make informed decisions about the types and levels of fire protection services they will provide, based on identified risks.

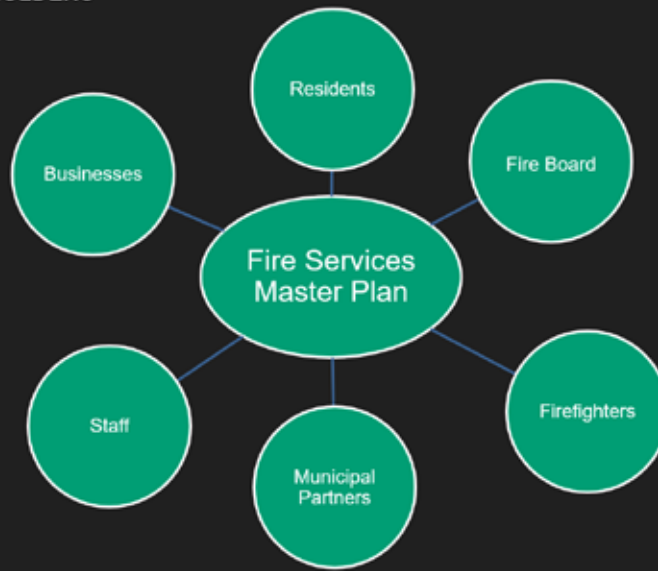
Risk is defined as a measure of the probability and consequence of an adverse effect to health, property, organization, environment or community as a result of an event, activity or operation.

By identifying all fire and life safety risks in their community and prioritizing them based on the probability of them occurring and the impact they would have if they occurred, fire departments are able to determine which risks to address and how best to address them.

Full day session planned to complete the draft Community Risk Profile.

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## STAKEHOLDERS



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# STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS (SWOT)

A Firefighter SWOT analysis will be conducted to assist in identifying the department's internal strengths and weaknesses, as well as its external opportunities and threats.



Information will be gathered from the Firefighters utilizing three different approaches:

Facilitated sessions with Firefighters as a group

Individual one-on-one sessions, if required

Surveys given to Firefighters



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*“Together, you have a chance to change the face of your Emergency Services for the residents in Drummond/North Emsley and Tay Valley for the next decades to come.”*



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## CONTACT INFORMATION

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Drummond North Elmsley Tay Valley  
Fire Rescue

**Fire Board Meeting**  
**Monday, September 14, 2020**  
**6:00 p.m.**

### Snowplowing: BBD&E Station Proposed Costing

	<b>Current Cost (2019/2020)</b>	<b>(2020/2021)</b>	<b>2021/22</b>	<b>2022/23</b>
Price for Complete Site Plowing	\$76.50	\$78.00	\$78.00	\$80.34
Sanding and/or Salting ONLY (rate per application+	\$60.50	\$62.00	\$62.00	\$63.86
Shovelling Walkways When Required	\$30.00	\$32.00	\$32.00	\$32.96
Price for Complete Site Plowing (include salt and/or sand application and shovelling)	\$120.00	\$125.00	\$125.00	\$128.75
	8% increase from 2018/19	4% increase	0% increase	3% increase

### Snowplowing: Pike Lake Dry Hydrant Proposed Costing

	<b>Current Cost (2019/2020)</b>	<b>(2020/2021)</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Price for Complete Site Plowing</b>	\$87.50	\$90.00	\$90.00	\$92.70
<b>Sanding and/or Salting ONLY (rate per application+)</b>	\$71.00	\$73.00	\$73.00	\$75.19
<b>Price for Complete Site Plowing (include salt and/or sand application and shovelling)</b>	\$118.00	\$120.00	\$120.00	\$123.60
	<b>8% increase from 2018/19</b>	<b>2% increase</b>	<b>0% increase</b>	<b>3% increase</b>

### Snowplowing: Ferguson Falls Dry Hydrant Proposed Costing

	<b>Current Cost</b> (2019/2020)	(2020/2021)	2021/22	2022/23
Price for Complete Site Plowing	\$35.00	\$35.00	\$35.00	\$36.05
Sanding and/or Salting ONLY (rate per application+)	\$25.00	\$30.00	\$30.00	\$30.90
Price for Complete Site Plowing (include salt and/or sand application and shovelling)	\$50.00	\$55.00	\$55.00	\$56.65
	10% increase from 2018/19	9% increase	0% increase	3% increase

## **Total Cost for Snowplowing**

- **2018: \$7,446.70**
- **2019: \$7,926.11**
- **2020 (to date): \$4,800.03**

***Fire Board Meeting***  
**Monday, September 14, 2020**

**Greg Saunders – Fire Chief**

**DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE INSURANCE OPTIONS**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the Board renew the current insurance policy with McDougall Insurance for an additional year (expiry date will be December 31, 2021).”

**AND THAT**, the Board approves hiring a consultant in 2021 to review the fire departments insurance policies and insurance RFP.”

**BACKGROUND**

The Fire Department's insurance policy was up for renewal last year. The last time an Insurance RFP was completed for the Fire Department was in November 2014. The insurance contract was for 3 years with 2 optional extensions which ended December 31, 2019. Because of the unknowns surrounding the litigation caused by the fire in 2016, last fall (2019) the Board moved to renew our current insurance policy for 1 more year (ending December 31, 2020). Now that it is once again close to the renewal date, we did some investigative work to see what we should do moving forward this year.



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## **DISCUSSION**

First, we checked with our insurance company. Frank Cowan advised that the premium increase for the fire department next year is estimated to be about 15%. This is apparently on the low end of the average increases which have trended closer to 25% or more.

Tay Valley Township in conjunction with Lanark County (and a few other municipalities in Lanark County) have hired an Insurance Assessment Consultant (Cameron & Associates) to review their insurance policies and RFP for insurance coverage. Tay Valley did this for their last 3-year insurance term, it worked well for them and so they are doing it again.

Drummond/North Elmsley is currently trying to figure out whether to renew their current policy which is up for renewal in June 2021.

The fire department enquired about joining Lanark County, Tay Valley, and other local municipalities however the consultant said that our situation was too unique for us to be a part of that specific group.

That same consultant made two recommendations:

The first recommendation was to hire our own consultant to do a review of our insurance policies and Insurance RFP. Realistically this would not take place before the end of 2020.

The second recommendation was to join with either Tay Valley Township or Drummond/North Elmsley Township. After a brief discussion with both Treasurers there are many complications to doing this from an administrative point of view. For example, Drummond/North Elmsley has a renewal date in June. The other bigger issue is the breakdowns required to figure out exactly who owes what will be complex especially when it needs to be dissected from a large municipal insurance policy.

Overall, the recommendation from the consultant, both Treasurers and I, is to eventually hire a consultant to review the insurance policies and assist with the RFP. However, since our projected insurance rates are expected to be on the lower end of the increases all parties recommend that we stay with the same insurance company this year and just see what next year brings.

## **FINANCIAL CONSIDERATIONS**

Insurance Costs for DNETV Fire Rescue:

2018: \$39,122.32

2019: \$38,195.76

2020: \$43,262.60

Projected costs if the fire department renews for 1 more year with Frank Cowan (15% increase): \$49,751.99

Due to the unknowns surrounding covid-19 and unstable markets it is very difficult to estimate how much the insurance may increase or decrease if the Board chooses to send out an RFP for insurance.

### **OPTIONS CONSIDERED**

Option #1 (recommended) – The Board renew the insurance policy with McDougall Insurance and then hire a consultant in 2021 to review the insurance policies and insurance RFP.

Option #2 – The Board renew the insurance policy with McDougall Insurance for one more year and the Fire Department will work on the insurance RFP.

Option #3 – Start an insurance RFP to obtain quotes for next year's insurance (commencing January 1, 2021)

### **CONCLUSIONS:**

The consultant hired by Lanark County and Tay Valley Township as well as both Treasurers and myself and Megan recommend that the Board renew the insurance policy with McDougall Insurance for one more year (ending December 31, 2021) and hire a consultant to review the fire department's insurance policies and insurance RFP.

**Prepared and Submitted By:**

**Greg Saunders, Fire Chief**

# Surplus Tanker

- The surplus tanker was posted on Govdeals for approximately 14 days.
- It sold for \$17,403.41
- It is recommended that the entire amount be transferred to BBD&E Apparatus Reserve.

# Township's Covid-19 Grant

Areas of increased spending during COVID-19	Amount Spent to date:	Projected costs (until June 2021):	Additional Requests
PPE (masks, gloves, bunker gear soap, soap for masks, visors)	\$1,754.00	\$2,340.00	
Hygiene (soap, hand sanitizer)	\$655.00	\$520.00	
Building (sneeze guards, sanitizer pumps at doors)	\$508.00		
Equipment	Thermometer: \$190.00		Fogger Machine (x2) = \$600.00  Bunker Gear Washing Machine (x2) = \$11,000.00
Cleaning Supplies (building, apparatus, equipment)	\$234.00	\$1,000.00	
<b>TOTAL:</b>	<b>\$3,341</b>	<b>\$3,860.00</b>	<b>\$11,600.00</b>

<b>Grand Total: \$18,801.00</b>	
TVT: \$12,012.46 (46%)	DNE: \$6,788.54 (54%)



## Financial Status as at September 4, 2020

	Amount Budgeted:	Amount Spent:	Amount Remaining:
<b>Administration</b>			
Administration Wages/Salaries	186,346.00	126,899.86	59,446.14
Telephone (267-2596)	1,700.00	1,254.60	445.40
Cell Phones (TELUS)	3,100.00	2,071.21	1,028.79
Admin. Internet (WTC)	800.00	448.14	351.86
Training and Seminars	3,500.00	1,582.34	1,917.66
Office Supplies	3,800.00	2,942.65	857.35
Photocopier - RENT	1,600.00	1,198.29	401.71
FP2/WHO'S RESPONDING	7,000.00	3,577.89	3,422.11
Inspection and Prevention	2,000.00	1,210.50	789.50
Professional Fees(LEGAL/AUDIT)	6,000.00	5,237.34	762.66
Lanark Highland Fire Service Agree.	10,000.00	0.00	10,000.00
Insurance	11,110.00	11,139.12	-29.12
Adv, Subscriptions & Memberships	2,500.00	809.65	1,690.35
Fuel (#370)	3,000.00	1,548.35	1,451.65
Administration - Other	2,000.00	1,115.55	884.45
Computer & Fire Response Software	8,500.00	1,329.80	7,170.20
Administration Reserve	2,000.00	0.00	2,000.00
Asset Management	0.00	325.00	-325.00
EHT Tax	6,561.00	5,388.23	1,172.77
<b>Total Administration Expense</b>	<u>447,863.00</u>	<u>294,978.38</u>	152,884.62

## Financial Status as at September 4, 2020

### **BBD&E Operations**

Firefighters Honorarium & Benefits	195,000.00	0.00	195,000.00
Firefighter WSIB	11,700.00	5,400.57	6,299.43
Firefighter VFIS Insurance Premiums	4,000.00	708.25	3,291.75
Class D Licence Renewal	1,000.00	400.00	600.00
Communications Maintenance/Purchase	4,000.00	1,277.92	2,722.08
Training and Seminars	20,000.00	7,242.84	12,757.16
Firefighters' Clothing	4,500.00	3,467.36	1,032.64
Operating - Other (Radio Lic. Fees)	1,300.00	1,047.50	252.50
Firefighter New Bunker Gear/Uniform	4,000.00	1,452.46	2,547.54
Firefighter Bunker Gear Cleaning	3,700.00	4,578.25	-878.25
<b>Total BBD&amp;E Operation Expenses</b>	<u>249,200.00</u>	<u>25,575.15</u>	223,624.85

### **BBD&E Fire Hall**

Power and Water	8,700.00	5,790.28	2,909.72
Heating Fuel - Enbridge	5,000.00	3,519.03	1,480.97
Building & Property Maintenance	6,500.00	6,430.78	69.22
Fire Hall Cleaning	4,500.00	3,127.46	1,372.54
BBDE Snow Plowing	6,500.00	4,800.03	1,699.97
BBDE Station Insurance	5,500.00	6,240.24	-740.24
Fire Hall - Other	1,000.00	1,032.76	-32.76
<b>Total BBD&amp;E Fire Hall Expense</b>	<u>37,700.00</u>	<u>30,940.58</u>	6,759.42

## Financial Status as at September 4, 2020

### **BBD&E Vehicle & Equipment**

Minor Equipment Purchases	15,000.00	9,515.69	5,484.31
Vehicle & Equipment Maintenance	22,000.00	14,898.45	7,101.55
Fuel, Oil, Lubricants Etc	7,700.00	4,224.84	3,475.16
BBDE Vehicle Insurance	9,900.00	9,821.50	78.50
<b>Total BBD&amp;E Vehicle/Equip Expense</b>	<b>54,600.00</b>	<b>38,460.48</b>	<b>16,139.52</b>

### **BBD&E Capital Program**

Ventilation Fan	3,000.00	3,307.20	-307.20
Dry Hydrant - Mississippi Lake	10,000.00	1,908.72	8,091.28
Portable Pump	7,000.00	7,077.41	-77.41
New Tanker Truck	350,000.00	193,913.82	156,086.18
<b>Total BBD&amp;E Capital Program Expense</b>	<b>370,000.00</b>	<b>206,207.15</b>	<b>163,792.85</b>

### **BBD&E Transfers To Reserves**

Transfer to Reserves - Equipment	13,000.00	0.00	13,000.00
Transfer to Reserves - Apparatus	82,500.00	0.00	82,500.00
Transfer to Reserves - Building	28,000.00	0.00	28,000.00
Bunker Gear Reserve	6,000.00	0.00	6,000.00
Transfer to Reserve - Contingency	5,000.00	0.00	5,000.00
<b>Total BBD&amp;E Transfer To Reserves</b>	<b>134,500.00</b>	<b>0.00</b>	<b>134,500.00</b>



## Financial Status as at September 4, 2020

### **S Sherbrooke Operations**

Firefighter Honorariums & Benefits	83,000.00	0.00	83,000.00
Firefighter WSIB	9,109.00	3,732.75	5,376.25
Firefighter VFIS Insurance Premiums	4,000.00	708.25	3,291.75
D Class Licence Renewal	500.00	0.00	500.00
Communications Maintenance/Purchase	3,000.00	257.74	2,742.26
Training and Seminars	15,000.00	4,962.87	10,037.13
Firefighters' Clothing	3,500.00	1,843.36	1,656.64
Radio Lic. Fees & Internet	2,100.00	1,047.50	1,052.50
Firefighter Bunker Gear Cleaning	2,500.00	1,818.89	681.11
<b>Total Sherbrooke Operations Expense</b>	<u>122,709.00</u>	<u>14,371.36</u>	108,337.64

### **S Sherbrooke Fire Prevention/Inspec**

Adv, Subscriptions & Memberships	500.00	0.00	500.00
<b>Total Sherbrooke Fire Prev/Insp Exp</b>	<u>500.00</u>	<u>0.00</u>	500.00

### **S Sherbrooke Emergency 1st Response**

Medical Supplies	2,000.00	826.89	1,173.11
<b>Total Sherbrooke Emergency Respons</b>	<u>2,000.00</u>	<u>826.89</u>	1,173.11

## **Financial Status as at September 4, 2020**

### **S Sherbrooke Fire Hall**

Power and Water	6,000.00	3,182.65	2,817.35
Telephone (268-2077)	1,300.00	875.39	424.61
Heating Fuel - Levac's	6,000.00	2,325.82	3,674.18
Build. & Prop. Maint.-Advance Alarm	4,000.00	2,278.02	1,721.98
S. Sherbrooke Station Insurance	6,545.00	6,240.24	304.76
Fire Hall Cleaning	3,000.00	1,233.53	1,766.47
Fire Hall - Other	500.00	407.25	92.75
<b>Total Sherbrooke Fire Hall Expense</b>	<u>27,345.00</u>	<u>16,542.90</u>	10,802.10

### **S Sherbrooke Vehicles & Equipment**

Minor Equipment Purchases	15,000.00	13,004.31	1,995.69
Vehicle/Equipment Maintenance	15,000.00	13,348.92	1,651.08
Fuel, Oil, Lubricants Etc - Dicola	3,500.00	256.14	3,243.86
S. Sherbrooke Vehicle - Insurance	9,185.00	9,821.50	-636.50
<b>Total Sherbrooke Vehicle/Equip Exp</b>	<u>42,685.00</u>	<u>36,430.87</u>	6,254.13

### **Purchases from Reserves**

Bunker Gear/Washing Machine	6,000.00	6,751.34	-751.34
Training Center	6,500.00	4,991.28	1,508.72
Bunker Gear/Dryer	4,000.00	3,257.14	742.86
<b>Total Sherbrooke Capital Program Ex</b>	<u>16,500.00</u>	<u>14,999.76</u>	1,500.24

### **S Sherbrooke To Reserves**

Bunker Gear Reserves	<u>5,000.00</u>	<u>0.00</u>	5,000.00
<b>Total Sherbrooke Tsf To Reserves</b>	<u>5,000.00</u>	<u>0.00</u>	5,000.00

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## **Financial Status as at September 4, 2020**

**Smiths Falls Fire Service Agreement**

Smiths Falls Fire Service Agreement	<u>10,832.00</u>	<u>10,446.42</u>	385.58
<b>Smiths Falls FS Agreement Total</b>	<u>10,832.00</u>	<u>10,446.42</u>	385.58

<b>TOTAL EXPENSE</b>	<u>1,521,434.00</u>	<u>689,779.94</u>	831,654.06
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Billing Status							
November 1, 2019 to September 14, 2020							
<b>BBD&amp;E Station</b>							
INCIDENT No.	Date	PURPOSE OF BILL	DATE BILLED	AMOUNT BILLED	STATUS RECEIVED	Rescue 1 Revenue	COMMENTS
2020-B006	Nov. 10/19	MVC	Dec 23/19	1,940.00	1,940.00		MTO
2020-B008	Nov. 15/19	Vehicle Fire	Dec 5/19	1,396.26	1,396.26		2nd Request sent Feb. 27/20
2020-B018	Nov 28/19	MVC	Dec 23/19	2,182.50	2,182.50		MTO
2020-B058	March 16/20	Burning Contravention	April 21/20	485.00			Second letter sent August 12/20
2020-B059	March 16/20	Burning Contravention	April 21/20	485.00	485.00		
2020-B065	March 28/20	No Fire Permit	April 27/20	970.00			Second letter sent August 12/20
2020-B077	April 7/20	Burning Contravention	April 27/20	485.00			Second letter sent August 12/20
2020-B082	April 18/20	MVC	May 31/2020	1,940.00	1,940.00		MTO
2020-B101	June 17/20	MVC	August 25/20	1,455.00			MTO
2020-B102	June 19/20	MVC	August 25/20	1,455.00			MTO
2020-B121	August 7/20	MVC	August 25/20	1,455.00			MTO
<b>Total Amount Billed:</b>				<b>14,248.76</b>	<b>7,943.76</b>		<b>Outstanding Balance for BBD&amp;E Station: 6305</b>
<b>South Sherbrooke Station</b>							
INCIDENT No.	Date	PURPOSE OF BILL	DATE BILLED	AMOUNT BILLED	STATUS RECEIVED	Rescue 1 Revenue	COMMENTS
2020-S002	Nov 7/19	MVC	Dec 23/19	485.00	485.00		MTO
<b>Total Amount Billed:</b>				<b>485.00</b>	<b>485.00</b>		<b>Outstanding Balance for South Sherbrooke Station: 0</b>
Amount Owing to Lanark County for 2020 Rescue Calls:						242.50	

2020 FIREFIGHTER HOURS & PAY UPDATE November 1, 2019 to September 11, 2020			
STATION		PAY	COMMENTS
<b>BBD&amp;E STATION</b>			
Fire Department Activities		\$ 5,666.72	
Maintenance		\$ 2,833.33	
Training		\$ 23,789.45	
Response Attendance		\$ 96,666.65	
Honorariums			
Station Chief		\$ 5,000.00	
Captains		\$ 7,500.00	
On Call		\$ 5,960.00	
Truck/Inventory Checks		\$ 5,404.67	
Trainer Facilitator		\$ 4,250.00	
Lesson Plan		\$ 390.00	Estimated
<b>Total</b>		\$ 157,460.82	
<b>TOTAL</b>		\$ 157,460.82	Amt Budgeted: \$195,000.00
Vacation Pay	0.06	\$ 4,522.82	After 5 years - get .06% 8 FF under 5 yrs.
<b>Total:</b>		\$ 161,983.64	Balance of: \$33,016.36
2020 FIREFIGHTER HOURS & PAY UPDATE November 1, 2019 to September 11, 2020			
STATION		PAY	COMMENTS
<b>SOUTH SHERBROOKE STATION</b>			
Fire Department Activities		\$ 3,895.20	
Maintenance		\$ 146.27	
Training		\$ 9,171.83	
Response Attendance		\$ 9,555.52	
Honorariums			
Station Chief		\$ 5,000.00	
Captains		\$ 7,500.00	
Officer on Call (Summer)		\$ 1,680.00	
Truck/Inventory Checks		\$ 2,286.22	
Trainer Facilitator		\$ 2,750.00	
Lesson Plans		\$ 630.00	Estimated
<b>Total</b>		\$ 42,615.04	
<b>TOTAL</b>		\$ 42,615.04	Amt Budgeted: \$83,000.00
Vacation Pay	0.06	\$ 1,741.67	After 5 years - get .06% 3 FF under 5 yrs.
<b>Total:</b>		\$ 44,356.71	Balance of: \$38,643.29

**Review of Emergency Response Calls**  
**Nov. 1/19 – Sept. 11/20**  
**BBDE Station**

Automatic Alarms (Smoke & False Alarms)	15
Motor Vehicle Accidents	17
Fires (structure, trailer, tree)	18
Burning Complaint/Fire Investigation	13
Medical Assist	12
CO Calls	11
Brush/Grass Fires	10
Power Lines/Electrical	6
Mutual Aid	6
Chimney/Furnace Fires	3
Station Assist (South Sherbrooke/Smith Falls)	3
Vehicle Fire	12
Missing Persons	0
Other	10
<b>Total:</b>	<b>136</b>



**Review of Emergency Response Calls**  
**Nov. 1/19 – Sept. 11/20**  
**South Sherbrooke Station**

Medical Assist	4
Motor Vehicle Accidents	2
Station Assist	4
Mutual Aid	0
Power Lines/Electrical	2
Brush/Grass Fires	1
Fires	1
Vehicle Fire	2
Chimney Fire	1
Ice Water/Well Being Check	0
CO Calls	1
Burning Complaint	2
Automated Alarms (Smoke & False Alarms)	2
Other	0
<b>Total:</b>	<b>22</b>





Next Meeting:  
Monday, October 5, 2020  
6:00 p.m.