

DRUMMOND NORTH ELSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, April 28, 2022

6:00 p.m.

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

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. AMENDMENTS/APPROVAL OF AGENDA.

The agenda was approved as presented.

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

None at this time.

4. APPROVAL OF MINUTES.

- i) **Minutes – January 24, 2022.**

RESOLUTION # FB2022-10

MOVED BY: John Matheson
SECONDED BY: Paul Coutts

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

ADOPTED

5. DELEGATIONS & PRESENTATIONS.

None.

6. BUSINESS.

- i) **RFP# 2022-001 Two (2) Fire Service Pumpers – RFP Award – *attached, page 8.***
Greg Saunders, Fire Chief.

One pumper is being purchased for the South Sherbrooke Station and the second one is for the BBD&E Station.

RESOLUTION # FB2022-11

MOVED BY: Fred Dobbie
SECONDED BY: RoxAnne Darling

“THAT, RFP #2022-001 - Two (2) Fire Service Pumpers, be awarded to Fort Garry Fire Trucks for the supply of two fire service pumpers at a cost of \$585,792.00 + tax per apparatus.”

ADOPTED

- ii) **Smiths Falls Fire Service Agreement Renewal – *attached, age 9.***
Greg Saunders, Fire Chief.

The Fire Chief has met with the Smiths Falls Fire Chief and would like to move forward with the renewal process of the Smiths Falls Fire Service Agreement.

RESOLUTION # FB2022-12

MOVED BY: John Matheson
SECONDED BY: Paul Coutts

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

AND THAT, the Agreement be brought forward to Drummond/North Elmlsey Township Council for approval.”

ADOPTED

- iii) **Mandatory Certification Update.**
Darren Gibson, Deputy Fire Chief.

The Deputy Fire Chief gave the presentation and update that was attached to the agenda to the Fire Board regarding the upcoming mandatory certification for volunteer firefighters.

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

The Board discussed the Covid-19 Vaccination Policy and agreed to repeal the entire policy. The Fire Board did request that an email be sent to all volunteer firefighters thanking them for their cooperation and that the Covid-19 Standard Operating Guideline be updated to strongly recommend that all firefighters continue to follow the provincial guidelines pertaining to Covid-19 vaccination.

RESOLUTION # FB2022-13

MOVED BY: Ray Scissons

SECONDED BY: RoxAnne Darling

“**THAT**, the Covid-19 Vaccination Policy that was implemented on January 24, 2022 be repealed in its entirety.”

ADOPTED

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

The Administrative Assistant/Treasurer provided the Fire Board with an update on the status of the 2021 financial audit being completed by KPMG LLP. A Fire Board meeting will be scheduled to approve the 2021 financial audit.

- vi) **Billing Status Update.**

The Fire Chief reviewed the current billing status that was attached to the agenda with the Fire Board.

- vii) **Firefighter Hours & Pay Update**

The Fire Chief reviewed the total number of hours and provided a pay update that was attached to the agenda, for the 2022 call year for both fire stations.

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

Training

- The new recruits have completed their Fire Fighter1 training with the County and will be starting Fire Fighter 2 this weekend. Hazmat to follow.
- First live smoke house occurred at the Training Facility in South Sherbrooke last night, great turnout and great training exercise.
- Continuing to move forward with sharing of resources and training between two stations.
- Already registered the ones missing Fire Fighter 1 with an upcoming test date hosted by Perth Fire on July 9th. The Deputy Chief is putting together a schedule for extra training nights to help prepare these individuals for that challenge.

Prevention

- Provided a 500 word Cottage and Lake Fire Safety article for the Pike Lake Community Association for their upcoming annual newsletter and will be attending their Association in June for a presentation
- Fire Extinguisher training scheduled at the Tay Valley Municipal Office on May 18th
- Fire Extinguisher training to be scheduled at two other vulnerable occupancy

Inspections

- Started working west on Highway 7 inspecting the Motels, and garages between Perth and Glen Tay. Next step is looking east on Hwy 7 from Perth to Drummond Center
- Completed the Fire Safety Plan for Tay Valley Township Municipal Office and Garage and next up is the Drummond North/Elmsley. Plan to discuss possible dates tomorrow during our Fire Emergency Roles and Responsibilities Meeting.

Data Entry and Analysis

- Numbers were provided for all Fire Fighters at the 1st Quarter mark and staff are ready to provide them their 2nd Quarter numbers next week.

Human Resources

- In March and early April, the Fire Chief and Deputy Fire Chief completed a total of 56 employee annual reviews of all firefighters and officers. Data and information from these reviews has been collected, compiled, and feedback provided to individuals. Missing needs at PPE first item addressed.
- Created a basic Organization Chart with the breakdown of current roles for the DNETV Fire Rescue. The hope is that once on paper staff can look at how this new position truly fits and what the possible ripple effect may be.

Community

- Students from local high schools have been asked to submit emails to the Associations for possible bursaries

Master Fire Plan Update – *attached, page 10.*

- An update was provided to the Fire Board regarding the progress on the recommendations listed in the Master Fire Plan.

ix)

Fire Chief Update.

Greg Saunders, Fire Chief.

- The Fire Board was given a demonstration of how the new fire permit system works.
- The Fire Board were presented with a video of the new training centre in South Sherbrooke.
- Calls to date, BBD&E Station has responded to 65 calls and South Sherbrooke Station has responded to 20 calls.
- Covid-19 procedures have been updated as the mandates have continued to change.
- Training for both stations has returned to the way it was before the pandemic started.
- 2022 capital items that have been purchased include new tables for the training room, an hydraulic spreader, 25 new fire prevention signs scattered throughout the fire departments coverage area.
- Fire service medals have been ordered for everyone who is entitled to receive one. The medals will be distributed at the Firefighter Appreciation Dinner in March 2023.
- Bob Ritchie has been a volunteer firefighter for 50 years. He is the last founding member still serving for the South Sherbrooke Station. His dedication will be recognized at the Firefighter Appreciation Dinner in March 2023.
- Both Firefighter Associations have started recognizing years of service on social media each month.

- Communications dispatch is up for tender this year. The Fire Chief is part of a committee overseeing the tender process.
- Fire Department staff have met with representatives from both Townships to discuss a plan to help ensure that the Fire Department will be notified about certain new development projects in both Townships.
- More work still needs to be completed but the new training centre is usable and both stations have completed various training sessions at the new center.
- Next week senior fire department staff will be attending the OAFC Conference and Trade show in Toronto. Deputy Chief D. Gibson and Station Chief J. Kirkham will be laying a helmet at the Fire Chief Memorial Service in memory of Reg Norris who was the Fire Chief for the South Sherbrooke Fire Department before amalgamation took place.
- The volunteer firefighter roster for South Sherbrooke Station is slowly declining and there were no applications received during the last recruitment drive. The fire department is looking at different ways to help boost numbers for that station.
- BBD&E Station is running an on-line 50/50 raffle.

8. NEW/OTHER BUSINESS.

None.

9. IN-CAMERA.

None.

10. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS.

Next Meeting: To be determined.

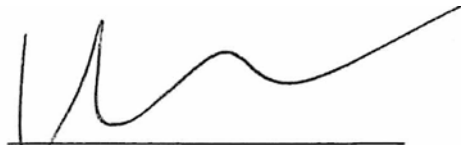
11. DEFERRED ITEMS.

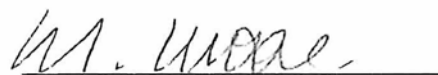
**The following items will be discussed at the next and/or future meeting:*

- None.

12. ADJOURNMENT.

The Board adjourned at 6:48 p.m.



Mick Wicklum,
Chair

Megan Moore,
Recording Secretary

BUSINESS

BBD&E Pumper	
\$422,193	Amount in Reserves at the end of 2021
<u>+\$82,500</u>	Amount budgeted for reserve in 2022
= \$504,693	Amount in Reserve at the end of 2022
+\$49,500	Available in DNE development charges
<u>+\$54,000</u>	Available in TV development charges
= \$608,193	
<u>-\$596,101</u>	Total cost of the truck including applicable taxes
= \$12,092	Left in Reserves
***Next truck scheduled for replacement in 2026 is a Bush Truck and will cost approximately \$150,000.	

South Sherbrooke Pumper	
\$547,907	Amount in Reserves at the end of 2021
<u>+\$77,000</u>	Amount budgeted for reserve in 2022
= \$624,907	Amount in Reserve at the end of 2022
<u>+\$50,000</u>	Available in development charges
= \$674,907	
<u>-\$596,101</u>	Total cost of the truck including applicable taxes
= \$78,806	Left in Reserves
***Next truck scheduled for replacement in 2027 is a Tanker and will cost approximately \$425,000.	

Breakdown of the fire calls that Smiths Falls attended in Drummond North Elmsley area in 2021.

1 – Cancelled On route	205 Buttermilk Rd	February 25/21
1 – Mutual Aid/Grass fire	4785 Hwy 43	April 4/21
1 - Mutual Aid- Structure Fire	537 Armstrong rd.	May 30/21
1 - MVC	3674 Hwy 43	July 1/21
1 - Structure Fire	680 <u>Poonamlie Rd.</u>	Sept.23/21
1 - Activated Alarm	253 Glenview Rd.	Oct.11/21
1 - Misc. Fire	855 Glenview Rd.	Dec.11/21

Note: 1 Vehicle Fire Boarder Line Call – 805 Carroll rd. was in Montague township.

Smith Falls Automatic Aid Agreement Annual Costs:

2021: \$11,015.97

2020: \$10,582.10

2019: \$10,446.42

2018: \$10,271.80

2017: \$10,120.00

	Term	Mandatory	Section	Description	Status
1	Immediate	Yes	4.5 Legislation and Bylaws	Review and update Establishing and Regulating Bylaws	
2	Immediate	Yes	4.5 Legislation and Bylaws	Review and update Joint Fire Board Agreement	
3	Immediate	No	5.1 SWOT	Officers to review SWOT Analysis	Complete
4	Immediate	Yes	6.4 Occupational Health and Safety	Chiefs review procedure for wearing PPE on apparatus to a call	Ongoing
5	Immediate	Yes	6.4 Occupational Health and Safety	Chiefs review or develop SOG for PPE for FF that respond direct	Ongoing
6	Immediate	Yes	7.1 Fire Prevention & Public Ed	Develop and implement Pub Ed program to comply with FPPA	Ongoing
7	Immediate	Yes	7.1 Fire Prevention & Public Ed	Develop a Smoke/CO and Home escape program to comply with FPPA	Ongoing
8	Immediate	No	11.1 Future Department Organization	Hire a Deputy Fire Chief for Training and Prevention	Complete
9	Immediate	No	11.1 Future Department Organization	Implement a new burn permit system	Complete
10	Immediate	No	11.1 Future Department Organization	Review considerations to reduce workload of Admin Assistant / Treasurer	Ongoing
11	Immediate	Yes	18.1 Statistics and Record Keeping	Review OFMEM's SIR manual to ensure proper data coding	Started - contacted OFM advisor
12	Immediate	Yes	18.1 Statistics and Record Keeping	As of Jan 2021 dept correctly codes responses for OFMEM SIR system	Ongoing
13	Immediate	Yes	18.1 Statistics and Record Keeping	Review provincial legislation to ensure requirements of Record Management	
14	Short Term	No	4.5 Legislation and Bylaws	Review and update all fire service bylaws and agreements	
15	Short Term	No	4.5 Legislation and Bylaws	Establish a regular schedule to review a fire service bylaws	
16	Short Term	No	7.1 Fire Prevention & Public Ed	Develop Fire Prevention Bylaw to set regular inspection frequencies	
17	Short Term	No	7.1 Fire Prevention & Public Ed	Annually review and update requirements of FPPA to ensure compliance	
18	Short Term	No	8.5 Training	Establish a Training Committee to ensure NFPA compliance	
19	Short Term	No	8.5 Training	Improve Record management system to track training	Implemented - Monitoring Phase
20	Short Term	Yes	8.5 Training	Establish an Officer development program	
21	Short Term	No	8.5 Training	Review SS Training site for possible countywide use for cost recovery	
22	Short Term	No	12.8 Response Time and Resource Deployment	Approach Perth Fire to develop auto-aid agreement	
23	Short Term	No	12.8 Response Time and Resource Deployment	Fire board to adopt Rural Home and Estate Subdivision Standard for new construction	
24	Short Term	No	13.1 Fire Apparatus and Equipment	Investigate agreement with Town of Perth for use of Aerial	
25	Short Term	No	13.1 Fire Apparatus and Equipment	Develop a lifecycle replacement plan for all fire equipment	
26	Short Term	No	16.1 Policies and SOGs	Created an SOG committee to review SOGs annually	
27	Short Term	No	17.1 Emergency Management	Each township update its Emergency Response Plan to the Provincial model	Started
28	Short Term	No	17.1 Emergency Management	Each township review its Emergency Management Program to streamline time commitments	Started
29	Short Term	No	18.1 Statistics and Record Keeping	Admin Asst to receive training on current Records Management System	Started
30	Short Term	No	18.1 Statistics and Record Keeping	Align Stations technology via Record Management system to improve data sharing	Implemented - Monitoring Phase
31	Long Term	No	12.8 Response Time and Resource Deployment	Conducts study for analysis of possible relocation of BBDE Fire Station	
32	Long Term	No	15.1 Fire Stations	Conducts study on BBDE to determine cost effective solution to meet future needs	
33	On Going	Yes	6.4 Occupational Health and Safety	Continues to support CISM	Yes
34	On Going	No	8.5 Training	Continues to support Countywide Recruit training	Yes