

# **DRUMMOND NORTH ELSLEY TAY VALLEY FIRE BOARD MINUTES**

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**Thursday, March 30<sup>th</sup>, 2023**

**6:00 p.m.**

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

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## **ATTENDANCE:**

### **Members Present:**

Chair, Councillor Paul Coutts  
Vice-Chair, Councillor Wayne Baker  
Councillor John Matheson  
Councillor Ray Scissons  
Councillor Marilyn Thomas  
Councillor Greg Hallam

### **Staff Present:**

Greg Saunders, Fire Chief  
Darren Gibson, Deputy Fire Chief (left at 6:27 p.m. to  
respond to a fire)  
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 30<sup>th</sup>, 2023.**

**RESOLUTION # FB2023-09**

**MOVED BY:** Greg Hallam

**SECONDED BY:** Marilyn Thomas

**“THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on January 30<sup>th</sup>, 2023 be approved as circulated.”

**ADOPTED**

#### **5. DELEGATIONS & PRESENTATIONS**

- i) **Jessica Rothwell (KPMG LLP): 2022 Audit.**

J. Rothwell reviewed the 2022 Audited Financial Statements that were attached to the agenda.

**RESOLUTION # FB2023-10**

**MOVED BY:** John Matheson

**SECONDED BY:** Marilyn Thomas

**“THAT**, the 2022 audited financial statements for the Drummond/North Elmsley Tay Valley Fire Rescue be adopted as presented.”

**ADOPTED**

#### **6. BUSINESS**

- i) **2023 Auditor Appointment.**

**RESOLUTION # FB2023-11**

**MOVED BY:** Ray Scissons

**SECONDED BY:** Greg Hallam

**“THAT**, KMPG LLP be appointed to complete the 2023 audit for the Drummond/North Elmsley Tay Valley Fire Rescue.”

**ADOPTED**

ii) **2022 Surplus/Deficit Allotment.**

**RESOLUTION # FB2023-12**

**MOVED BY:** Wayne Baker

**SECONDED BY:** Greg Hallam

**“THAT**, the \$5,649.00 surplus from the 2022 Administration Budget be transferred to the Administration Reserve;

**THAT**, the \$5,736.00 deficit from the 2022 BBD&E Station Budget be transferred from the BBD&E Contingency Reserve;

**THAT**, the \$58,079.00 surplus from the 2022 South Sherbrooke Station Budget be transferred to the South Sherbrooke Contingency Reserve;

**AND THAT**, the \$547.00 deficit from the 2022 Smiths Falls Fire Agreement budget be transferred from the Smiths Falls Fire Agreement Reserve.”

**ADOPTED**

iii) **Credit Card Policy.**

The Fire Board reviewed and approved the policy.

**RESOLUTION # FB2023-13**

**MOVED BY:** Ray Scissons

**SECONDED BY:** John Matheson

**“THAT**, the Credit Card Policy be approved as presented.”

**ADOPTED**

iv) **Accessibility Policy**

The Fire Board reviewed and approved the policy.

**RESOLUTION # FB2023-14**

**MOVED BY:** Wayne Baker

**SECONDED BY:** Greg Hallam

**“THAT**, the revised Accessibility Policy be approved as presented.”

**ADOPTED**

v) **Sale and Disposition of Land Policy.**

The Fire Board reviewed and approved the policy.

**RESOLUTION # FB2023-15**

**MOVED BY:** Marilyn Thomas  
**SECONDED BY:** Ray Scissons

**“THAT,** the Sale and Disposition of Land Policy be approved as presented.”

**ADOPTED**

vi) **Disconnecting From Work Policy.**

The Fire Board reviewed and approved the policy.

**RESOLUTION # FB2023-16**

**MOVED BY:** John Matheson  
**SECONDED BY:** Wayne Baker

**“THAT,** the Disconnecting from Work Policy be approved as amended.”

**ADOPTED**

vii) **2023 Emergency Response Call Update.**

The Fire Chief provided the Fire Board with an overview of the number of emergency response calls the Fire Department has received to date.

viii) **Firefighter Hours & Pay Update – *attached, page 8.***

The Fire Chief provided the Fire Board with a cost update on the firefighter honorariums to date.

ix) **Deputy Fire Chief Update.**

Training

- Just completed a two-month, 8 session training on Firefighter Survival and Rapid Intervention Teams. Joint training between both stations and was very well received. Unfortunately we have already had to use it with the Structure Fire on March 23, but fortunately everyone was ready and performed great.

Employee Reviews

- In February and March, with the help of the station chiefs, completed close to 50 of the 60 firefighter reviews. Good feedback from the crew(s) in both stations. We do have a few firefighters that needed an extra discussion about their attendance numbers and not meeting minimum levels for consecutive years.
- Moving onto the captain reviews next

## Health and Safety

- Put time into researching what was needed to properly operate a JHSC between the two stations. Have now restructured committee for who can be management reps as well as employee reps. Researching proper inspection routines and checklists, etc. As Deputy Chief I am now a member of the management team as well as Co-Chair.

### x) Fire Chief Update.

- 2023 Fire Department budget was approved. Some capital items have been ordered (portable radios, hydraulic ram).
- An upper management review will be conducted in the near future. Chris Burke (from the Loomex Group) who aided in completing the Master Fire Plan will be assisting with the review. Some of the topics that will be covered in the upper management review include: officer job descriptions, rate of pay for officers, number of officers, future role of the training officer, mandatory retirement age and minimum training requirements. Chris estimates that the review will cost approximately \$1,500.00 to complete.
- Carefully watching the weather for flooding in some areas of the Townships and also keeping an eye on how dry its getting. A fire ban may implemented if required.
- Have been asked to host fire training with staff at Lanark Lodge in April.
- Busy attending emergency management meetings.
- Firefighter Appreciation Dinner is taking place on Saturday, April 22, 2023. The event will take place at the Perth Civitan. Please let the Administrative Assistant/Treasurer know if you can attend.
- There was a fatality at a fire that the fire department attended last week.

### 7. NEW/OTHER BUSINESS

None.

### 8. IN-CAMERA

None.

### 9. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: To be determined.

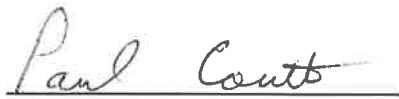
**10. DEFERRED ITEMS**

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

*None.*

**11. ADJOURNMENT**

The Board adjourned at 7:26 p.m.



Paul Coutts,  
Chair



Megan Moore,  
Recording Secretary

# **BUSINESS**



**2023 FIREFIGHTER HOURS & PAY UPDATE**  
November 1, 2022 to March 27, 2023

STATION		PAY	COMMENTS
<b>BBD&amp;E STATION</b>			
Fire Department Activities		\$ 2,532.92	
Maintenance		\$ 914.05	
Training		\$ 13,532.37	
Response Attendance		\$ 51,042.73	
Honorariums			
Station Chief		\$ 5,000.00	
Training Officer		\$ 3,000.00	
Captains		\$ 6,000.00	
On Call		\$ -	
Truck/Inventory Checks		\$ 2,338.99	
Extra Trainer Facilitator Hours		\$ -	
Total		\$ 84,361.06	
<b>TOTAL</b>		<b>\$ 84,361.06</b>	<b>Amt Budgeted: \$195,000.00</b>
Vacation Pay		\$ 3,378.19	
	<b>Total:</b>	<b>\$ 87,739.25</b>	<b>Balance of: \$107,260.75.69</b>

**2023 FIREFIGHTER HOURS & PAY UPDATE**  
November 1, 2022 to March 27, 2023

STATION		PAY	COMMENTS
<b>SOUTH SHERBROOKE STATION</b>			
Fire Department Activities		\$ 2,535.94	
Maintenance		\$ 301.60	
Training		\$ 9,287.93	
Response Attendance		\$ 11,196.94	
Honorariums			
Station Chief		\$ 5,000.00	
Training Officer		N/A	
Captains		\$ 4,800.00	
Officer on Call (Summer)		\$ -	
Truck/Inventory Checks		\$ 1,575.69	
Extra Trainer Facilitator Hours		\$ -	
Total		\$ 34,698.10	
<b>TOTAL</b>		<b>\$ 34,698.10</b>	<b>Amt Budgeted: \$83,000.00</b>
Vacation Pay		\$ 1,529.26	
	<b>Total:</b>	<b>\$ 36,227.36</b>	<b>Balance of: \$46,772.64</b>