

# DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

---

Thursday, August 21<sup>st</sup>, 2023

6:00 p.m.

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

---

## ATTENDANCE:

**Members Present:** Chair, Councillor Paul Coutts  
Vice-Chair, Councillor Wayne Baker  
Councillor John Matheson  
Councillor Ray Scissons  
Councillor Marilyn Thomas (arrived at 7:07 p.m.)  
Councillor Greg Hallam (arrived at 6:47 p.m.)

**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 6:06 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 – March 30<sup>th</sup>, 2023.**

**RESOLUTION # FB2023-17**

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

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

**ADOPTED**

**5. DELEGATIONS & PRESENTATIONS**

None.

**6. BUSINESS**

- i) **Health & Safety Update – *attached, page 7.***

Deputy Chief D. Gibson provided the Fire Board with an update on the Health & Safety Committee for the Fire Department.

- ii) **Smiths Falls Fire Service Agreement – *attached, page 8.***

Fire Chief G. Saunders reviewed the draft Smiths Falls Fire Service Agreement with the Fire Board. The agreement has been in place for several years however updates were required.

**RESOLUTION # FB2023-18**

**MOVED BY:** John Matheson  
**SECONDED BY:** Ray Scissons

**“THAT**, the draft Smiths Falls Fire Service Agreement be approved and forwarded to each municipality for approval.”

**ADOPTED**

- iii) **Fire Prevention Activities Report – *attached, pages 9 & 10.***

Deputy Chief D. Gibson provided the Fire Board with an update on the Fire & Life Safety Activities that have taken place or are upcoming in the near future.

- iv) **IT Upgrade – Official Motion.**

Fire Chief G. Saunders reported that the IT upgrade being done by Lanark County is scheduled to begin in September. The funds to pay for the cost of the upgrade will be taken from the Administration Reserve.

**RESOLUTION # FB2023-19**

**MOVED BY:** Ray Scissons  
**SECONDED BY:** Wayne Baker

**“THAT,** the Fire Board proceeds with the purchase and installation of new IT hardware that was recommended by the Lanark County IT Department with an upset limit of \$11,700.00;

**AND THAT,** the funds be taken out of the Fire Department Administration Reserve.”

**ADOPTED**

v) **Fire Ban Summary.**

Fire Chief G. Saunders provided the Fire Board with a summary of all the changes with regards to the Fire Ban earlier in the summer.

vi) **Officer Review Update – attached, page 11-17.**

Fire Chief G. Saunders provided the Fire Board with an update on the Officer Review.

vii) **Medical Tiered Response Agreement.**

Fire Chief G. Saunders reviewed the Medical Tiered Response Agreement with the Fire Board. The agreement has been in place for several years however updates were required.

**RESOLUTION # FB2023-20**

**MOVED BY:** Greg Hallam  
**SECONDED BY:** Marilyn Thomas

**“THAT,** the draft Medical Tiered Response Agreement be approved and forwarded to each municipality for approval.”

**ADOPTED**

viii) **Tanker and Aerial Support Services Agreement.**

Fire Chief G. Saunders reviewed the Tanker and Aerial Support Services Agreement with the Fire Board. Tanker and Aerial support between DNETVFR and the Perth Fire Department has been in place for several years however the details and specifics of the arrangements have never been written down until now.

**RESOLUTION # FB2023-21**

**MOVED BY:** Ray Scissons  
**SECONDED BY:** John Matheson

**“THAT,** the Tanker and Aerial Support Services Agreement be approved;

**AND THAT,** the Chair and Fire Chief be authorized to sign the necessary documentation.”

**ADOPTED**

- ix) **2023 Emergency Response Call Update – *attached, page 18.***

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

- x) **Billing Update – *attached, page 19.***

Fire Chief G. Saunders provided the Fire Board with an update on the number and type of invoices the Fire Department has sent out since the last meeting.

- xi) **Financial Update – *attached, page 20.***

Fire Chief G. Saunders provided the Fire Board with an update on the financial status of the fire department.

- xii) **Firefighter Hours & Pay Update – *attached, page 21.***

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

- xiii) **Deputy Fire Chief Update.**

**TRAINING**

- The week of Sept 13 to 17<sup>th</sup> we are hosting the Ontario Fire College Mobile Live Fire Training Unit at the South Sherbrooke Station. As well as training for our department we will have Perth and Central Frontenac attending.
- We would like to invite the members of the Fire Board, as well as the rest of each Council to stop by on the morning of Sat Sept 16<sup>th</sup> to observe the training. There is also the 25<sup>th</sup> Anniversary of Tay Valley occurring down the road at the Maberly Hall that day as well.

**MISC**

- Spent time in the past year working with and evaluating the current Record Management Software (RMS) that DNETV has been using. FirePro is pretty archaic in its structure and not sure how long it may be around.

- Two main options for moving forward, each of which are currently used by neighboring municipalities. Costs we have been given are very low start up costs but higher yearly subscriptions...up to 10 to 15K. Just an FYI at this point.

xiv) **Fire Chief Update.**

- The new pumper trucks for both stations were ordered over 1 year ago. Hopefully they will be delivered before the end of 2024 but not guaranteed.
- At the next Fire Board meeting the Fire Board will review the 2024 draft fire department budget; contemplating purchasing a boat for BBD&E Station.

**7. NEW/OTHER BUSINESS**

None.

**8. IN-CAMERA**

None.

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

Next Meeting: Thursday, October 5, 2023 at 6:00 p.m. at South Sherbrooke Station.

**10. DEFFERED ITEMS**

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

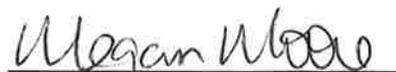
None.

**11. ADJOURNMENT**

The Board adjourned at 8:15 p.m.



Paul Coutts,  
Chair



Megan Moore,  
Recording Secretary

# **BUSINESS**



## **Drummond/North Elmsley Tay Valley Fire Rescue**

### **Fire Board Meeting - JHSC Update**

**Date: August 21, 2023**

**Location: BBDE Station**

---

Since last meeting in March.

- Updated JHSC SOG #1404-23
- Elected new worker members
- Elected new co-chairs
- Created new station inspection procedures
- Created new inspection rotation and schedule

Outstanding Issues:

- Air Filtration System for BBDE Station
  - Contractors reviewed site on August 11<sup>th</sup>
- Rehab items
  - Single pack Gatorade powder bought and located on both Rescue 341 and Rescue 340 for electrolyte rehabilitation on longer duration calls
  - Granola bars to be purchased for caloric rehabilitation on longer calls as well for possible diabetic concerns.
- Steps on side of 341
  - Machine shop updated Chief in early August on status of damaged steps

New Business under review:

- Link between JHSC and Firefighter Mental Health Programs
- Hydro Safety training

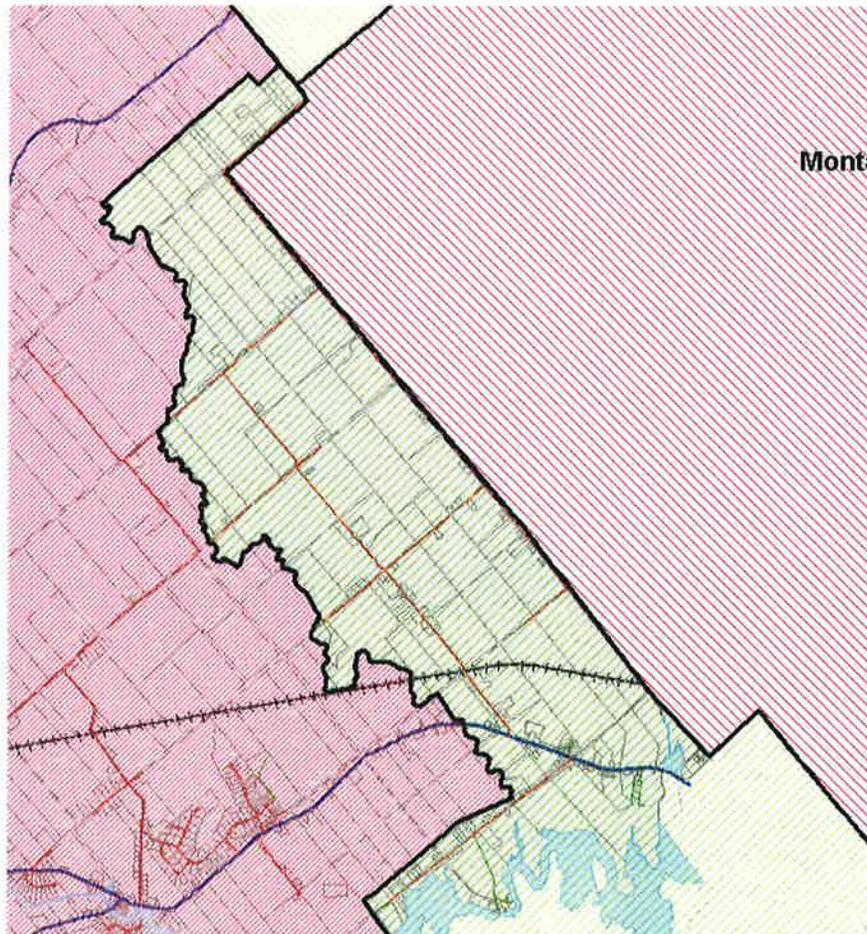
## Smiths Falls Fire Service Agreement Cost/Call Breakdown

Year	Cost	# of Calls
2008	11,560.90	6
2009	9,122.24	7
2010	7,641.40	4
2011	6,024.76	3
2012	8,342.39	9
2013	11,575.86	4
2014	8,441.83	3
2015	8,440.63	5
2016	11,478.17	4
2017	10,120.00	6
2018	10,271.80	9
2019	10,446.42	7
2020	10,582.10	9
2021	11,015.97	6
2022	11,787.09	6

As of August 2023 there are 307 properties in D/NE Twp. that are part of the automatic aid agreement with Smiths Falls

88 calls in the last 15 years

Average # of calls per year: 5.8





## Drummond/North Elmsley Tay Valley Fire Rescue

### Fire Board Meeting – Fire & Life Safety Activities Update

**Date: August 21, 2023**

**Location: BBDE Station**

---

Since Last Meeting in March

#### FIRE PREVENTION TRAINING

- May / June - Code Red Fire Training at Lanark Lodge – completed eight different sessions over four days with all staff ranging from RPNs to PSWs to Kitchen and support staff.
- June – Fire extinguisher training at Merrywood Camp. Upwards 50 staff.
- July - Fire extinguisher training at Skyline Group. Upwards of 30 staff.

#### PUBLIC EDUCATION

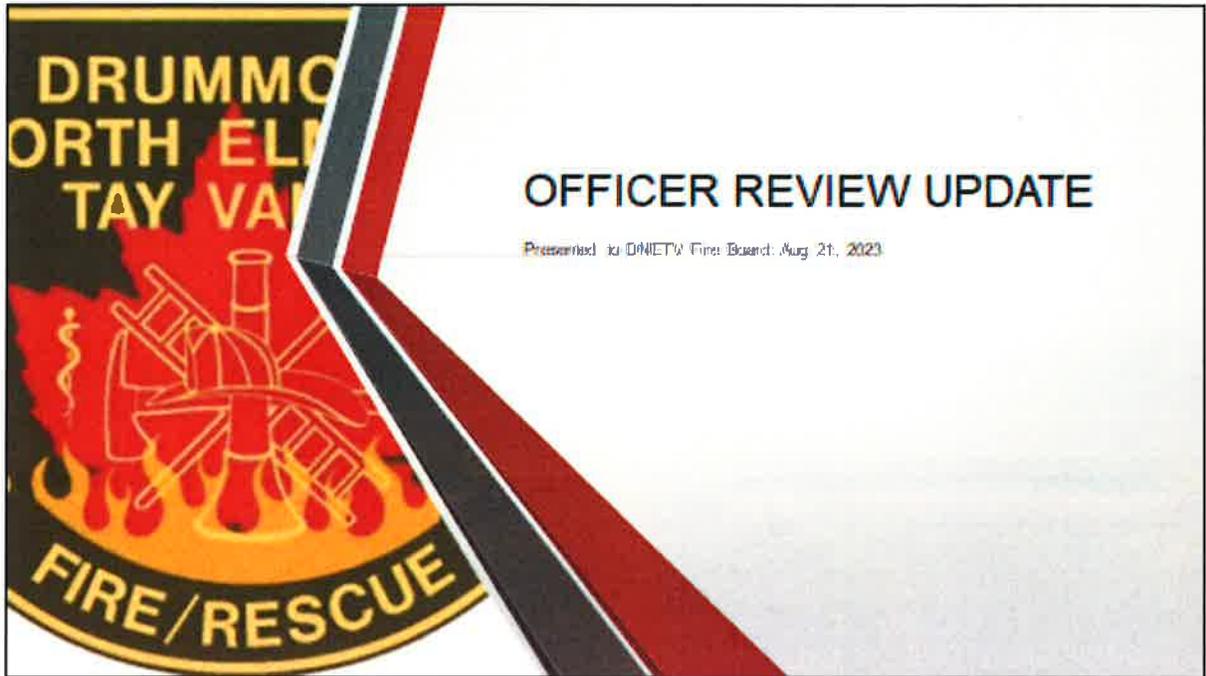
- April – provided information to Pike Lake Community Association for annual newsletter.
- July – attended Black Lake Property Owners Association AGM
- August – provided information to Davern Lake Homeowners Association on Burn Bans and Fire Permits

#### INSPECTIONS

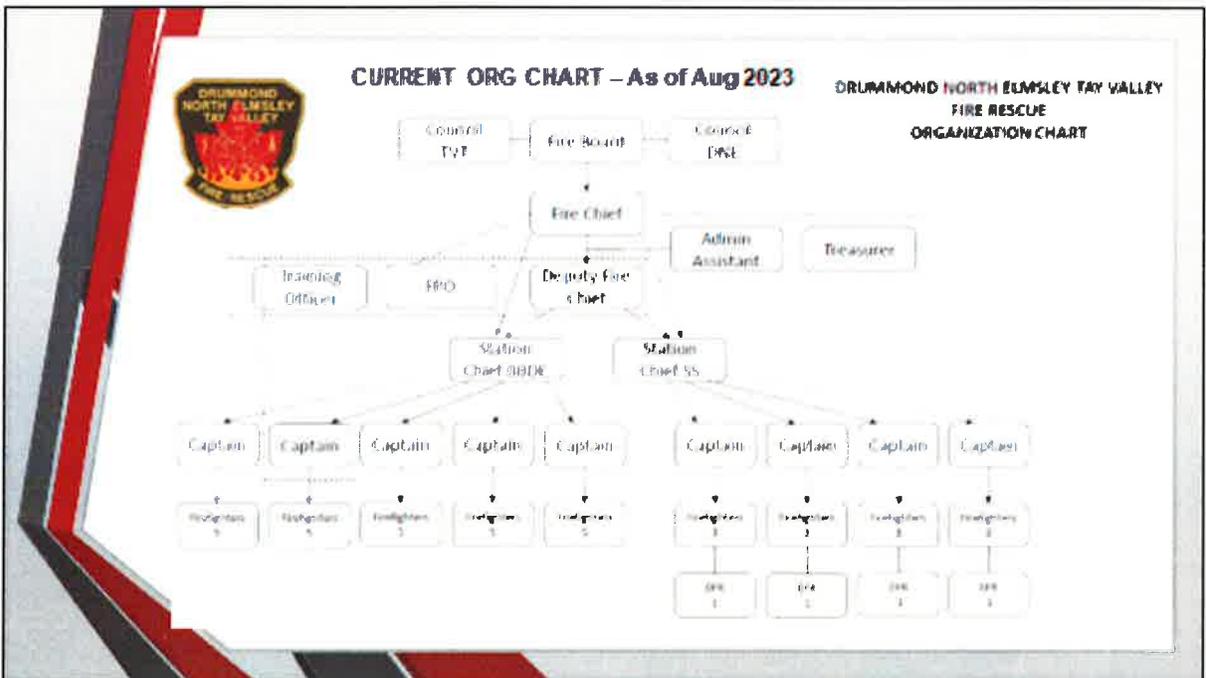
Order	23-007	23-08-08	Skyline Group	19896 Highway 7
Order	23-006	23-07-12	Merrywood Camp	741 Port Elmsley Road
Report		23-07-06	Tater Time	17716 Highway 7
Order	23-005	23-06-22	Camp Shomria	133 Kenyon Road
Report		23-06-19	Christie Lake Camp	1264 Althorpe Road
Order	23-004	23-06-01	Camp Davern	3555 Bolingbroke Road
Order	23-003	23-05-16	Deano's	2783 Fergusons Falls Road
Report		23-05-01	Ponchos Tacos	1389 Highway 511
Order	23-002	23-04-18	Lanark County Support Services	3030 Rideau Ferry Road
Report		23-04-13	Glen Tay Apartments	995 Christie Lake Road
Report		23-04-13	Glen Tay Apartments	981 Christie Lake Road
Order	23-001	23-03-27	Ultramar Gas Station - Innisville	13659 Highway 7

## UPCOMING

- "Saved by the Beep 2023". September 28<sup>th</sup> is the Ontario Fire Marshall Test your Alarm Day for 2023. 200 brochures have been purchased and will be handed out in conjunction with the MD Boot Drive taking place on August 26<sup>th</sup>.
- Fire Prevention Week is Oct 8<sup>th</sup> to 14<sup>th</sup>. This year's theme is "Cooking Safety Starts with You!". Will be partnering again with Perth Fire and McDonalds for our school contests.
- Reached out to Brooke Valley School and will be scheduling a visit in September to meet with all the kids and discuss fire and life safety.
- Our "Alarmed for Life" program this year will change gears from a door-to-door check to setting up at the local waste management sites on certain Saturday mornings. BBDE at Stanleyville and Drummond sites, SS at Maberly, Glen Tay shared.
- Going to work with Lake 88 and schedule various radio spots at lunch leading up to Fire Prevention Week to help get word out.
- All vulnerable occupancy inspections to be completed in fall.
- Planning to launch DNETV Fire's own website to help distribute Fire and Life Safety messages.



1



2



**CONCERN:  
AGING OFFICER CORE**

- o 5 of 6 in BBDE between 55 and 70+ years of age
- o 3 of 5 in Sherbrooke between 50 and 70+ years old
  - o (NOTE: only 5 in Sherbrooke as Officer role never replaced when Deputy Chief was hired internally.)

**RESULTING IN:**

- o Reduction in physical abilities
- o Challenges to stay current with modern learning techniques (online courses, blended, etc)
- o Less desire to work on call weekends

3



**CONCERN:  
SUCCESSION PLAN**

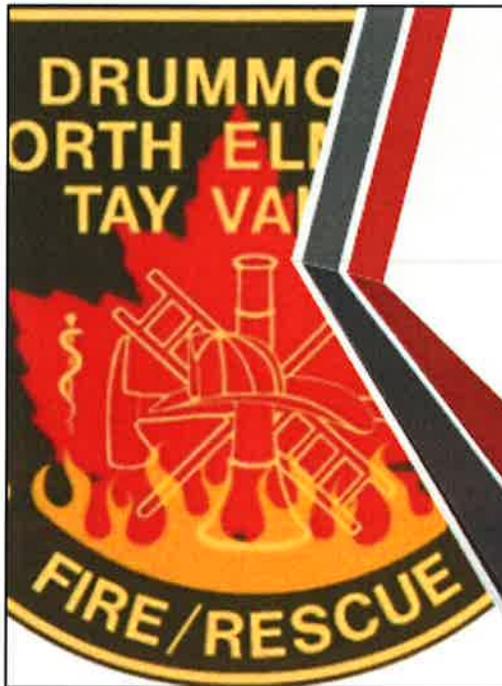
**BBDE Station**

- Eligible candidates in BBDE Station with the required mandatory certification training already completed.

**South Sherbrooke Station**

- Lack of eligible candidates with the required certified training.
- Unsure of how many would be willing to dedicate time to achieve required certification to become an officer prior to 2026.

4



**CONCERN:**  
PRESERVING DIGNITY

FORCED RETIREMENT, SEMI-RETIRED, or ???

- Trying to decide on a way to allow these individuals that have given 30, 40, and 50 years of service an honourable means of transition from active service.
- Individuals still can offer very needed mentorship to younger officers coming into positions

5



**OPTION:**  
SUPPORT / AUXILLIARY ROLE

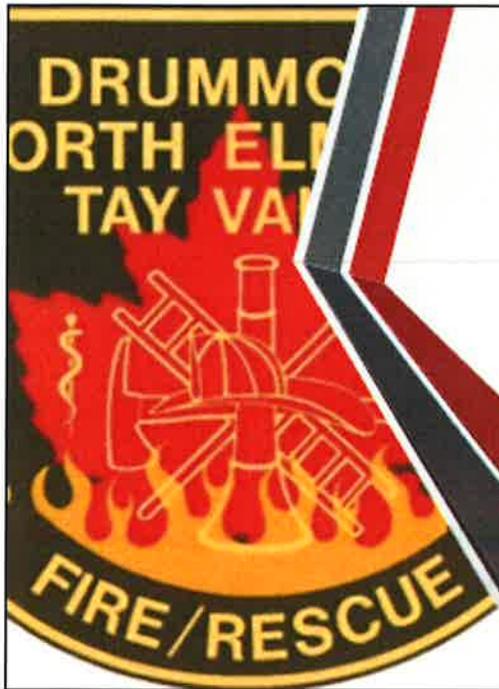
PROS

- No requirement to be on call
- Limited roles on scene during incidents
- Only required at larger calls that require additional support roles reducing overall call volume and thus pay roll costs

CONS

- Still covered under WSIB, insurance, etc. Added risks at advanced age?
- May appear to be an attractive role for other senior officers that are still active. Limit amount of spots?
- Do they retain any rank in the fire department?

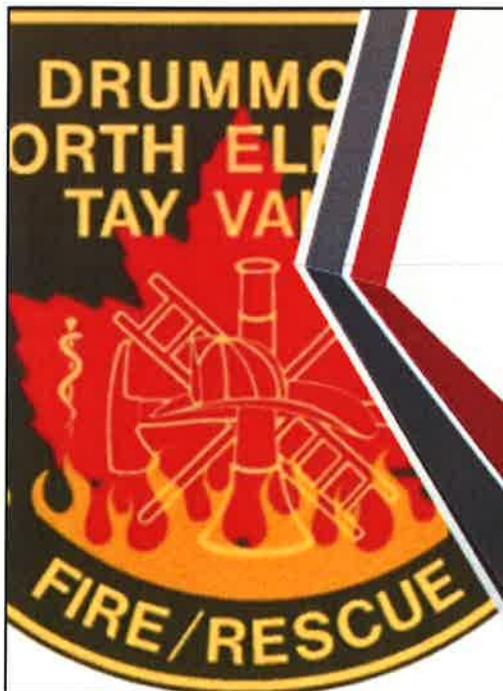
6



**CONCERN:**  
STILL NEED FOR STATION CHIEF

- With the addition of the second full time management position is there still a need for a volunteer station chief?
- If so, are we able to get the required needs for that role out of existing personnel?

7



**OPTION(s):**  
REMOVE OR KEEP ROLE

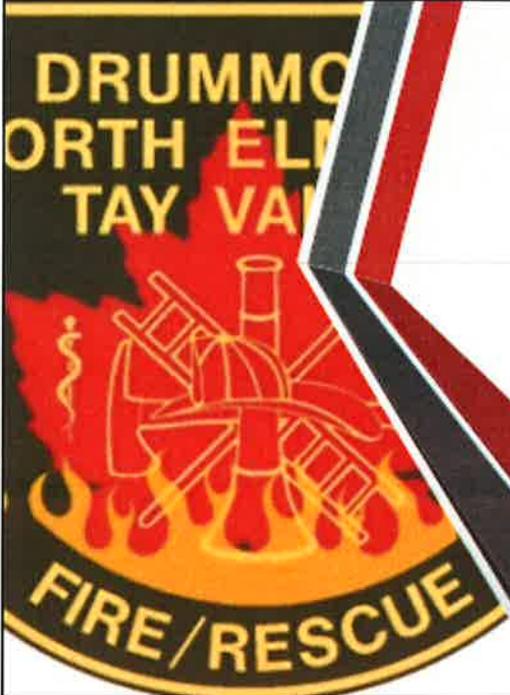
OPTION 1: REMOVE

- Take some of the current responsibilities and spread throughout existing captains (weekly and monthly apparatus and equipment checks)
- Keep one individual as a Station Captain in each station to serve as role of "next in command" in the event Chief and / or Deputy Chief unavailable

OPTION 2: KEEP

- Review job description and modernize tasks
- Provide training for new tasks as required

8



**CONCERN:**  
STILL NEED FOR TRAINING OFFICER

TRAINING OFFICER ROLE MOVING FORWARD

- Role of Training Officer never replaced in SS
- Is there still a need for Training Officer with the role of the Deputy Chief in place?

9



**OPTION:**  
REMOVE ROLE OF TRAINING OFFICER

PROS

- Officer role can be replaced with one of the tasks removed from Station Chief responsibilities

CONS

- Deputy Chief possibly need to continue attending all Monday and Wednesday night training session

10



**DRUMMOND  
NORTH ELM  
TAY VALLEY  
FIRE/RESCUE**

**OPTION:  
KEEP ROLE OF TRAINING  
OFFICER**

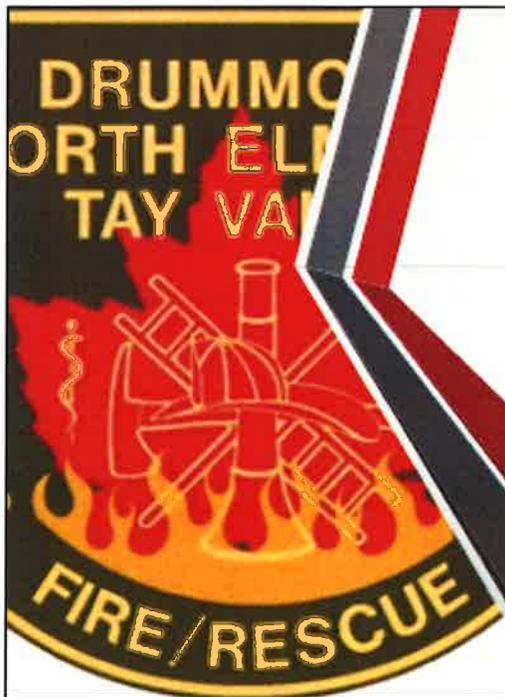
**PROS**

- Deputy Chief continues to create Lesson Plans and monitors Overall Training Plan
- Training Officer organizing how and when the training will occur

**CONS**

- By 2026 all Training Officers will require a NFPA 1041 Level 2 Certification. Deputy Chief only current member with that status

11



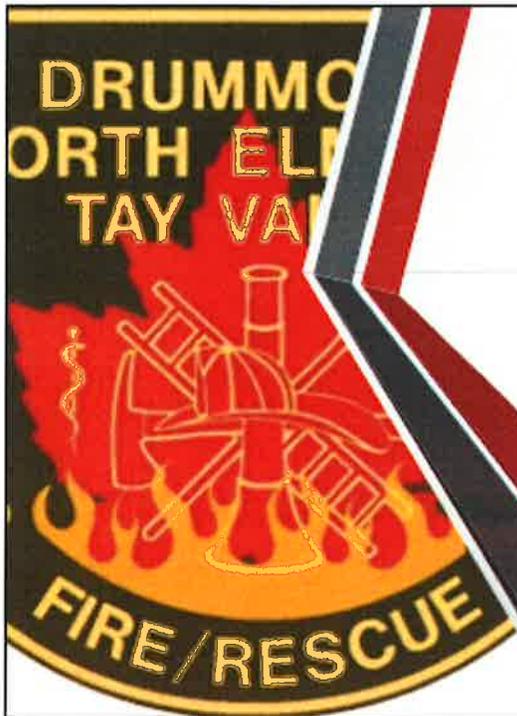
**DRUMMOND  
NORTH ELM  
TAY VALLEY  
FIRE/RESCUE**

**CONCERN:  
OFFICER PAY STRUCTURE**

- Annual salary (honorarium) for a Captain has not changed from \$1500\* in close to 20 years (since 2004)
- Annual salary (honorarium) for a Station Chief has not changed from \$5000\* in close to 20 years (since 2004)
- Annual salary (honorarium) of Training Officer was set at \$3000\* in 2018 upon creation of position.

\*Time for attending calls and meetings paid in addition to salary

12

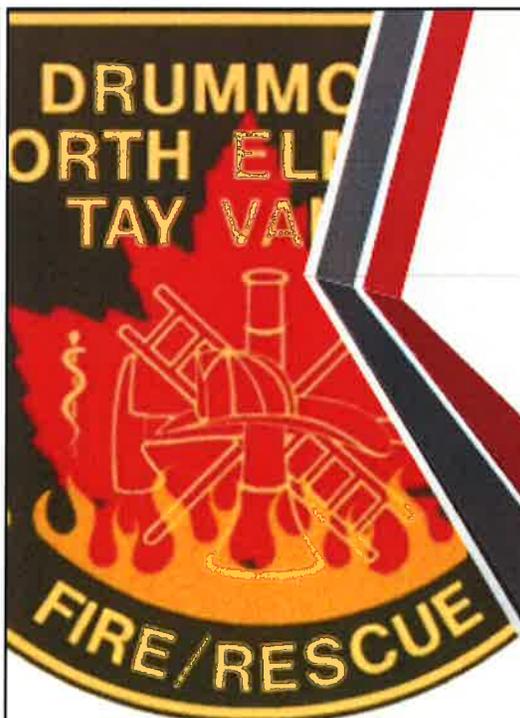


**DRUMMOND  
NORTH ELM  
TAY VAL  
FIRE/RESCUE**

**OPTION:  
OFFICER PAY RE-STRUCTURING**

- Annual salary (honorarium) for a Captain increased to \$2,500 (equivalent to 2.75% increase per year since 2004 (DRAFT).
- Possible increase to \$3,000 if decision made to reduce role of Station Chief to Station Captain and distribute some additional tasks to Captains
- Annual salary (honorarium) for new role of Station Captain stays at \$5000 with no increase due to tasks reductions. (DRAFT).
- Annual salary (honorarium) of Training Officer would be removed with position. (DRAFT)

13



**DRUMMOND  
NORTH ELM  
TAY VAL  
FIRE/RESCUE**

**Q / A**

14

Review of Emergency Response Calls  
 Nov. 1/22 – Aug. 15/23  
 BBDE Station

Fire – Structure	9
Fire – Brush / Grass	8
Fire – Vehicle	7
Fire – Other	1
Rescue – Motor Vehicle Accident	24
Rescue – Water / Ice	3
Rescue – Other	2
Medical Assist	8
Public Hazard – Power Lines / Electrical	17
Public Hazard – Other	6
Activated Alarm – CO	9
Activated Alarm – Smoke	7
Activated Alarm – False	8
Aid – DNETV Station Assist	3
Aid – Lanark County / Other Mutual Aid	16
Burning Complaint	8
<b>TOTAL:</b>	<b>136</b>

Review of Emergency Response Calls  
 Nov. 1/22 – Aug 15/23  
 South Sherbrooke Station

Fire – Structure	2
Fire – Brush / Grass	3
Fire – Vehicle	0
Fire – Other	2
Rescue – Motor Vehicle Accident	4
Rescue – Water / Ice	1
Rescue – Other	1
Medical Assist	11
Public Hazard – Power Lines / Electrical	2
Public Hazard – Other	0
Activated Alarm – CO	0
Activated Alarm – Smoke	1
Activated Alarm – False	3
Aid – DNETV Station Assist	7
Aid – Lanark County / Other Mutual Aid	2
Burning Complaint	1
<b>TOTAL:</b>	<b>40</b>

**DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**  
Billing Status 2023

**BBD&E Station**

INCIDENT No	INCIDENT Date	TYPE OF BILL	DATE BILLED	AMOUNT BILLED	STATUS RECEIVED	Billed Hrs Rescue 1	COMMENTS
2023-B030	23-01-01	MTO	23-01-28	1,086.06	1,086.06	1 hour	Rescue 1 (1 hour at 543.03 = 271.52 to Lanark County)
2023-B096	23-05-05	MTO	23-05-19	2,443.62		N/A	Pushed back from MTO - more information required
2023-B111	23-06-06	MTO	23-06-14	1,086.06		N/A	Pushed back from MTO - more information required

**Total Amount Billed:** 4,615.74    **Total Amount Received:** 1,086.06    **Outstanding Balance for BBD&E Station:** 3,529.68

**South Sherbrooke Station**

INCIDENT No	INCIDENT Date	TYPE OF BILL	DATE BILLED	AMOUNT BILLED	STATUS RECEIVED	Billed Hrs Rescue 1	COMMENTS
2023-S012	23-01-20	MTO	23-01-25	1,629.09	1,629.09	N/A	
2023-S031	23-05-11	MTO	23-05-19	1,086.06	1,086.06	N/A	

**Total Amount Billed:** 2,715.15    **Total Amount Received:** 2,715.15    **Outstanding Balance for South Sherbrooke Station:** 0

**2023 BUDGET - DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE**

	2020	2020	2021	2021	2022	2022	2023	2023 YTD
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	2022 ACTUAL	APPROVED BUDGET	ACTUALS
<b>Administration</b>								
Operations	245,517	248,558	254,836	271,685	375,542	426,251	400,292	269,203
Capital	0	0	0	1,580	70,000	58,857	0	0
Transfer To Reserves	2,000	2,000	2,000	2,000	2,000	2,000	0	0
Transfers From Reserves	0	0	0	0	(70,000)	47,928	0	0
Revenue	(8,400)	(8,400)	(8,400)	(8,400)	(8,400)	(29,400)	(8,400)	(84,573)
<b>Net Cost</b>	<b>239,117</b>	<b>240,156</b>	<b>248,236</b>	<b>266,865</b>	<b>369,142</b>	<b>505,636</b>	<b>391,892</b>	<b>204,630</b>
<b>BBD&amp;E Station</b>								
Operating Costs	341,500	323,128	348,410	279,484	352,347	381,691	374,416	115,717
Capital Program	20,000	20,000	20,000	20,000	20,000	13,695	617,500	15,497
Transfers to Reserves	134,500	134,500	134,500	175,142	134,500	134,500	138,000	138,000
Transfers From Reserves	0	0	0	0	0	0	(597,500)	0
Revenue	0	0	0	0	0	0	0	0
<b>Net Cost</b>	<b>496,000</b>	<b>477,628</b>	<b>502,910</b>	<b>474,626</b>	<b>506,847</b>	<b>529,886</b>	<b>532,416</b>	<b>269,214</b>
<b>South Sherbrooke Station</b>								
Operating Costs	192,139	148,066	194,419	143,065	197,080	175,539	208,823	82,103
Capital Program	16,500	16,500	16,500	16,500	16,500	17,803	591,500	17,595
Transfers to Reserves	57,300	57,300	82,300	82,300	82,300	82,300	110,000	110,000
Transfers From Reserves	0	0	0	0	0	0	(575,000)	0
Revenue	0	0	0	0	0	0	0	0
<b>Net Cost</b>	<b>265,939</b>	<b>221,866</b>	<b>293,219</b>	<b>241,865</b>	<b>295,880</b>	<b>275,642</b>	<b>335,323</b>	<b>209,698</b>
<b>Fire Service Agreements</b>								
Operating Costs	10,832	10,582	11,022	11,016	11,240	11,787	11,465	0
<b>Net Cost</b>	<b>10,832</b>	<b>10,582</b>	<b>11,022</b>	<b>11,016</b>	<b>11,240</b>	<b>11,787</b>	<b>11,465</b>	<b>0</b>
<b>Total Net Expenditures</b>	<b>1,011,888</b>	<b>950,232</b>	<b>1,055,387</b>	<b>994,372</b>	<b>1,183,109</b>	<b>1,322,951</b>	<b>1,271,095</b>	<b>683,542</b>



**2023 FIREFIGHTER HOURS & PAY UPDATE**  
November 1, 2022 to August 11, 2023

STATION		PAY	COMMENTS
<b>BBD&amp;E STATION</b>			
Fire Department Activities		\$ 10,191.28	
Maintenance		\$ 1,788.08	
Training		\$ 23,626.93	
Response Attendance		\$ 95,833.85	
Honorariums			
Station Chief		\$ 5,000.00	
Training Officer		\$ 3,000.00	
Captains		\$ 6,000.00	
On Call		\$ -	
Truck/Inventory Checks		\$ 3,973.19	
Extra Trainer Facilitator Hours		\$ -	
<b>Total</b>		\$ 149,413.33	
<b>TOTAL</b>		\$ 149,413.33	Amt Budgeted: \$195,000.00
Vacation Pay		\$ 8,322.97	
	<b>Total:</b>	\$ 157,736.30	<b>Balance of: \$37,263.70</b>

**2023 FIREFIGHTER HOURS & PAY UPDATE**  
November 1, 2022 to August 11, 2023

STATION		PAY	COMMENTS
<b>SOUTH SHERBROOKE STATION</b>			
Fire Department Activities		\$ 5,674.98	
Maintenance		\$ 406.23	
Training		\$ 16,809.34	
Response Attendance		\$ 20,132.36	
Honorariums			
Station Chief		\$ 5,000.00	
Training Officer		N/A	
Captains		\$ 6,000.00	
Officer on Call (Summer)		\$ -	
Truck/Inventory Checks		\$ 2,825.15	
Extra Trainer Facilitator Hours		\$ -	
<b>Total</b>		\$ 56,848.06	
<b>TOTAL</b>		\$ 56,848.06	Amt Budgeted: \$83,000.00
Vacation Pay		\$ 3,316.52	
	<b>Total:</b>	\$ 60,164.58	<b>Balance of: \$22,835.42</b>