

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, October 5th, 2023

6:00 p.m.

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

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
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 – August 21st, 2023.**

RESOLUTION # FB2023-22

MOVED BY: John Matheson
SECONDED BY: Marilyn Thomas

“THAT, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on August 21st, 2023 be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

- i) **2024 Draft Fire Department Budget – *attached, pages 6-16.***

RESOLUTION # FB2023-23

MOVED BY: Wayne Baker
SECONDED BY: John Matheson

“THAT, the draft 2024 Fire Department budget be approved in principle.”

ADOPTED

- ii) **Officer Review Update – *attached, pages 17-26.***

RESOLUTION # FB2023-24

MOVED BY: Greg Hallam
SECONDED BY: Marilyn Thomas

“THAT, the Fire Board approves the Senior Officer Program and the Senior Officer Position.”

ADOPTED

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

TRAINING

- The week of Sept 13 to 17th hosted the Ontario Fire College Mobile Live Fire Training Unit at the South Sherbrooke Station. Over the five days had over 80 firefighters from 8 stations and 4 departments run through at least 2-3 live burn scenarios.

PREVENTION

- Next week is Fire Prevention Week. This year's theme is Cooking Safety Starts with You!
- On Tuesday this week did a live radio interview with Lake 88 on Cooking Safety. They will be airing bits from the interview over the next week.
- Cooking safety images have been posted on our Facebook page and will continue through next week.
- This year we have teamed up again with Perth Fire and McDonalds and sent home contest forms for kids at schools. The winners from Drummond Center, Glen Tay, North Elmsley, and Brooke Valley will be picked up by a fire truck and taken to McDonalds for lunch.
- Fire Drills at the schools with start next week.
- Fire drills and inspections at the vulnerable occupancies started last week
- On October 14th will setting up at the Waste Site Locations in Glen Tay, Maberly, Stanleyville, and on Code Road sharing info on Fire Safety, answering any questions from the public, and maybe handing out some free smoke alarms and CO alarms.

viii) **Fire Chief Update.**

- One of the new pumper trucks was delivered to Fort Garry Fire Trucks. Hopefully both trucks will be delivered before the end of 2024 but not guaranteed.

7. **NEW/OTHER BUSINESS**

None.

8. **IN-CAMERA**

None.

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

Next Meeting: TBD

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

Paul Coutts,
Chair

Megan Moore

Megan Moore,
Recording Secretary

BUSINESS

2024 DRAFT BUDGET - DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

	2024 DRAFT BUDGET	2023 YTD ACTUALS	2023 BUDGET	2023 to 2024 Net Change	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	
ADMINISTRATION								
<u>Administration - Operations</u>								
1	Salaries, Wages & Benefits	328,218	224,415	315,779	12,439	269,947	201,092	191,089
2	Employer Health Tax	9,100	9,061	6,000	3,100	5,122	5,398	5,385
3	Telephone	950	1,463	2,500	-1,650			
4	Cell Phone/Ipads	2,000	2,093	2,000	0			
5	Internet	1,285	1,524	2,285	-1,000	5,954	4,810	4,921
6	Office supplies	3,800	2,155	3,800	0	2,529	2,851	3,570
7	Inspection and Prevention	2,000	775	2,000	0	872	1,978	1,148
8	Admin. Vehicle Fuel	0	6,900	5,000	-5,000	4,645	2,340	1,805
9	Admin. Vehicle Maintenance	0	460	1,000	-1,000	842	New Line	N/A
10	Insurance	28,275	24,798	24,928	3,347	20,773	15,767	11,139
11	Professional Fees	8,650	8,650	6,000	2,650	6,555	14,330	5,237
12	Training & Seminars	5,000	2,954	4,000	1,000	4,238	345	1,526
13	Adv., Subs. & Memberships	1,500	824	2,500	-1,000	1,351	939	1,460
14	Lanark Highlands Fire Service Agreement	10,000	10,000	10,000	0	10,000	10,000	10,000
15	Fire Department IT	3,000	1,441	1,140	1,860			
16	Financial System Software	2,000	0	2,000	0			
17	Fire Computer Software	6,500	4,480	6,500	0	4,076	6,810	2,347
18	Photocopiers	2,500	1,317	1,860	640			
19	Other	1,000	832	1,000	0	4,243	5,025	6,929
Total Administration Operations		415,778	304,140	400,292	15,487	340,947	271,685	246,556
<u>Administration - Capital</u>								
<u>Administration Capital Items Amount from Previous Years</u>					58,857	1,580	0	
20	Administration Capital Items	0	26,925	0	0			
Total Administration Capital		0	26,925	0	0	58,857	1,580	0

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2024 DRAFT BUDGET - DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

	2024 DRAFT BUDGET	2023 YTD ACTUALS	2023 BUDGET	2023 to 2024 Net Change	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	
<u>Administration - Transfer to Reserves</u>								
21	Administration Reserve (Contingency Reserve for Admin.)	0	0	0	0	2,000	2,000	2,000
Total Administration Transfer to Reserves		0	0	0	0	2,000	2,000	2,000
<u>Administration - Transfers From Reserves</u>								
<u>Previous Years - Transfers from Reserves</u>		0	-26,925	0	0	-58,857	0	0
22		0	0	0	0	0	0	0
Total Administration Transfer From Reserves		0	-26,925	0	0	-58,857	0	0
<u>Administration - Revenues</u>								
23	Interest Income	-20,000	-64,573	-8,400	-11,600	-29,400	-8,400	-8,400
Total Administration Revenues		-20,000	-64,573	-8,400	-11,600	-29,400	-8,400	-8,400
Total Administration		395,778	239,567	391,892	3,887	313,547	266,865	240,156

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2024 DRAFT BUDGET - DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

	2024 DRAFT BUDGET	2023 YTD ACTUALS	2023 BUDGET	2023 to 2024 Net Change	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	
BBD&E STATION								
BBD&E - Operations								
24	FF Honorariums	225,000	0	215,200	9,800	215,207	157,430	206,223
25	Communications Maintenance/Purchases	5,300	7,127	4,000	1,300	5,085	2,858	3,638
26	Federal Government Radio Licensing Fees	1,200	0	New Line	1,200	N/A	N/A	N/A
27	Training & Seminars	15,000	10,240	25,000	-10,000	27,371	25,234	13,089
28	Fire Fighter Clothing	6,000	6,843	5,000	1,000	5,795	2,390	5,288
29	Fire Fighter Bunker-gear Cleaning	3,500	1,975	5,700	-2,200	2,591	3,431	4,578
30	New Firefighter Personal Protective Equipment	5,000	812	4,000	1,000	2,955	2,354	1,920
31	Spill Clean up Supplies	1,000	635	1,000	0	1,017	New Line	N/A
32	FF Rehabilitation Supplies	1,000	0	New Line	1,000	N/A	N/A	N/A
33	FF DZ Licence Renewals	500	399	2,300	-1,800	1,847	1,866	1,823
		263,500	28,031	262,200	1,300	261,866	195,564	236,559
BBD&E - Fire Hall								
34	Hydro & Water	10,100	6,751	9,000	1,100	7,397	8,178	6,543
35	Heating Fuel	6,800	4,439	5,600	1,200	4,650	5,291	3,755
36	Building & Property Maintenance	12,000	8,467	12,000	0	20,582	6,587	16,090
37	Cleaning (includes supplies)	5,700	4,180	5,000	700			
38	Snowplowing	9,000	8,925	8,000	1,000			
39	Insurance	10,100	8,836	8,836	1,264	7,363	6,876	6,240
		53,700	41,598	48,436	5,264	39,992	26,932	32,628

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2024 DRAFT BUDGET - DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

	2024 DRAFT BUDGET	2023 YTD ACTUALS	2023 BUDGET	2023 to 2024 Net Change	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	
BBD&E - Vehicles & Equipment								
40	Minor Equipment Purchases	16,000	8,195	16,000	0	6,667	9,553	15,591
41	Vehicles & Equipment Maintenance	25,500	21,602	25,000	500	31,997	27,220	24,141
42	Fuel, oil, lubricants, etc.	12,000	8,464	9,000	3,000	11,746	8,568	5,437
43	Insurance	16,500	14,484	13,780	2,720	11,481	11,647	8,772
		70,000	52,745	63,780	6,220	61,889	56,988	53,941
Total BBD&E Operations	387,200	122,374	374,416	12,784	363,748	279,484	323,128	
BBD&E - Capital								
BBDE Capital Items Amount from Previous Years			20,000	617,500	-617,500	22,714	20,000	20,000
2024 Capital Items					0			
44	Forestry Pump (Equipment Reserve)	10,000			10,000			
45	High Volume Fire Hose (Equipment Reserve)	10,000			10,000			
46	Driveway Repairs (Building Reserve)	15,000			15,000			
47	New Pumper Truck #321 (Apparatus Reserve)	425,564	149,436		425,564			
					0			
					0			
Total BBD&E Capital	460,564	169,436	617,500	-156,936	22,714	20,000	20,000	
BBD&E - Transfers to Reserves								
48	Equipment	18,000	15,000	15,000	3,000	13,000	13,000	13,000
49	Apparatus	97,750	85,000	85,000	12,750	82,500	123,142	82,500
50	Building	30,000	30,000	30,000	0	28,000	28,000	28,000
51	Contingency Reserve	0	0	0	0	5,000	5,000	5,000
52	Honorarium/Recruit Reserve	10,000			10,000			
53	Personal Protective Equipment Reserve	8,640	8,000	8,000	640	6,000	6,000	6,000
Total BBD&E Transfers to Reserves	164,390	138,000	138,000	26,390	134,500	175,142	134,500	

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2024 DRAFT BUDGET - DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

	2024 DRAFT BUDGET	2023 YTD ACTUALS	2023 BUDGET	2023 to 2024 Net Change	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL
BBD&E - Transfers From Reserves from Previous Years		(20,000)	-597,500	597,500	-20,000	-20,000	-20,000
Transfers From Reserves							
54 D/NE Development Charges	-49,500		0	-49,500			
55 Tay Valley Development Charges	-54,000		0	-54,000			
56 Driveway Repairs (Building Reserve)	-15,000			-15,000			
57 High Volume Hose	-10,000			-10,000			
58 Forestry Pump	-10,000			-10,000			
59 New Pumper Truck (#321)	-322,084	149,436	0	-322,084			
Total BBD&E Transfers From Reserves	-460,584	129,436	-597,500	136,936	-20,000	-20,000	-20,000
BBD&E - Revenues							
Total BBD&E Revenues	0	0	0	0	0	0	0
Total BBD&E Station	551,590	559,246	532,416	19,174	500,962	454,626	457,628

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2024 DRAFT BUDGET - DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

	2024 DRAFT BUDGET	2023 YTD ACTUALS	2023 BUDGET	2023 to 2024 Net Change	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL
SOUTH SHERBROOKE STATION							
SS - Operations							
60 FF Honorariums (includes VFIS & WSIB)	98,308	0	98,308	0	77,331	61,362	62,788
61 Communications Maintenance/Purchases	4,000	3,798	3,000	1,000	927	2,845	369
62 Federal Government Radio Licensing Fees	1,200	N/A	New Line	1,200	N/A	N/A	N/A
63 Training & Seminars	10,000	22,022	15,000	-5,000	16,667	11,026	7,630
64 FF Clothing (Dress Uniforms/Station Wear)	4,000	2,887	4,000	0	3,182	25	1,818
65 FF Bunker-gear Cleaning/Inspection/Repairs	2,000	1,100	2,000	0	1,141	1,677	1,819
66 FF PPE (NEW bunker-gear, helmets, gloves, boots, safety gear)	2,000	0	New Line	2,000			
67 FF Rehabilitation Supplies	500	N/A	New Line	500	N/A	N/A	N/A
68 FF DZ Licence Renewals	250	237	2,600	-2,350			
				0			
	122,258	237	124,908	-2,650	99,229	76,935	74,424
SS - Emergency First Response							
69 Medical supplies	2,000	237	2,000	0	1,646	1,608	929
	2,000	237	2,000	0	1,646	1,608	929
SS - Fire Hall							
70 Hydro	6,000	3,238	6,000	0	3,812	4,664	4,073
71 Telephone	1,350	1,110	1,300	50	1,013	1,097	847
72 Internet	1,200	900	0	1,200			
73 Heating fuel/Propane	7,000	4,693	7,000	0	8,769	4,997	2,922
74 Building/Property Maint.	10,000	3,164	6,500	3,500	4,143	4,749	18,684
75 Cleaning (includes supplies)	1,000	651	1,000	0			
76 Insurance	10,200	8,920	8,835	1,365	7,363	6,876	6,240
				0			
	36,750	22,676	30,635	6,115	25,100	22,384	32,766

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2024 DRAFT BUDGET - DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

	2024 DRAFT BUDGET	2023 YTD ACTUALS	2023 BUDGET	2023 to 2024 Net Change	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL
SS - Vehicles & Equipment							
77 Minor Equipment Purchases	15,000	10,082	15,000	0	8,571	12,350	9,646
78 Vehicles & Equipment Maintenance	19,500	7,751	19,000	500	13,914	19,021	19,396
79 Fuel, oil, lubricants, etc.	5,750	3,922	3,500	2,250	2,101	1,417	1,083
80 Insurance	16,500	14,484	13,780	2,720	11,481	9,350	9,822
				0			
	56,750	36,239	51,280	5,470	36,067	42,138	39,947
Total SS Operations	217,758	59,389	208,823	8,935	162,042	143,065	148,066

SS - Capital

SS Capital Items Amount from Previous Years			16,500	-16,500	17,803	16,500	16,500
2024 Capital Items				0			
81 New Pumper Truck #322 (Apparatus Reserve)	575,000			575,000			
82 Wildfire Trailer (Apparatus Reserve)	9,000			9,000			
83 High Volume Hose (Equipment Reserve)	7,500			7,500			
84 Bunker Gear (Firefighter PPE Reserve)	6,000			6,000			
Total SS Capital	597,500	0	16,500	581,000	17,803	16,500	16,500

SS - Transfers to Reserves

From TV for SS Reserve	0		0	0	77,300	77,300	52,300
85 Equipment	12,500		10,000	2,500			
86 Apparatus	76,500		75,000	1,500			
87 Building	20,000		20,000	0			
88 Contingency Reserve	0		0	0			
89 Honorarium/Recruit Reserve	5,000			5,000			
90 Personal Protective Equipment Reserve	5,400		5,000	400	5,000	5,000	5,000
Total SS Transfers to Reserves	119,400	0	110,000	9,400	82,300	82,300	57,300

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2024 DRAFT BUDGET - DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

	2024 DRAFT BUDGET	2023 YTD ACTUALS	2023 BUDGET	2023 to 2024 Net Change	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL
SS - Transfers From Reserves from Previous Years							
		(16,500)	0	0	-16,500	-16,500	-16,500
2024 Transfer from Reserves							
91 Tay Valley Development Charges	-50,000			-50,000			
92 New Pumper Truck #322 (Apparatus Reserve)	-525,000			-525,000			
93 Wildfire Trailer (Apparatus Reserve)	-9,000			-9,000			
94 High Volume Hose (Equipment Reserve)	-7,500			-7,500			
95 Bunker Gear (Firefighter PPE Reserve)	-6,000			-6,000			
Total SS Transfers From Reserves	-597,500	-16,500	0	-597,500	-16,500	-16,500	-16,500
SS - Revenues							
96 Total SS Revenues	0	0	0	0	0	0	0
Total South Sherbrooke Station	337,158	42,889	335,323	1,835	245,645	225,365	205,366

FIRE SERVICE AGREEMENTS

Smiths Falls Fire Service Agreement

97 Smiths Falls Fire Service Agreement	12,000	0	11,465	535	11,787	11,016	10,582
Total Smiths Falls Fire Service Agreements	12,000	0	11,465	535	11,787	11,016	10,582

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2024 DRAFT BUDGET - DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

	2024 DRAFT BUDGET	2023 YTD ACTUALS	2023 BUDGET	2023 to 2024 Net Change	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL
Administration							
Operations	415,778	304,140	400,292	15,487	340,947	271,885	246,556
Capital	0	26,925	0	0	58,857	1,580	0
Transfer To Reserves	0	0	0	0	2,000	2,000	2,000
Transfers From Reserves	0	-26,925	0	0	(58,857)	0	0
Revenue	-20,000	-64,573	-8,400	-11,800	(29,400)	(8,400)	(8,400)
Net Cost	395,778	239,567	391,892	3,887	313,547	266,865	240,156
BBD&E Station							
Operating Costs	387,200	122,374	374,416	12,784	363,748	279,484	323,128
Capital Program	460,564	189,436	817,500	-156,936	22,714	20,000	20,000
Transfers to Reserves	164,390	138,000	138,000	26,390	134,500	175,142	134,500
Transfers From Reserves	-460,564	129,436	-597,500	136,936	(20,000)	(20,000)	(20,000)
Revenue	0	0	0	0	0	0	0
Net Cost	551,590	559,246	532,416	19,174	500,962	454,626	457,628
South Sherbrooke Station							
Operating Costs	217,758	59,389	208,823	8,935	162,042	143,065	148,066
Capital Program	597,500	0	16,500	581,000	17,803	16,500	16,500
Transfers to Reserves	119,400	0	110,000	9,400	82,300	82,300	57,300
Transfers From Reserves	-597,500	-16,500	0	-597,500	(16,500)	(16,500)	(16,500)
Revenue	0	0	0	0	0	0	0
Net Cost	337,158	42,889	335,323	1,835	245,645	225,365	205,366
Fire Service Agreements							
Operating Costs	12,000	0	11,465	535	11,787	11,016	10,582
Net Cost	12,000	0	11,465	535	11,787	11,016	10,582
Total Net Expenditures	1,296,526	841,702	1,271,095	25,431	1,071,940	957,872	913,732

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2024 DRAFT BUDGET - DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

		2024 DRAFT BUDGET	2023 YTD ACTUALS	2023 BUDGET	2023 to 2024 Net Change	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL
Municipal Share								
	2023 % SHARE							
Drummond/North Elmsley								
Administration	54.0	213,720	129,366	211,621	2,099	189,315	144,107	129,684
BBD&E	55.0	303,375	307,585	292,829	10,546	275,529	250,044	251,695
South Sherbrooke	0	0	0	0	0	0	0	0
FSA	100	12,000	0	11,465	535	11,787	11,016	10,582
Total:		529,095	436,952	515,915	13,180	456,631	405,167	391,962
Tay Valley								
Administration	46.0	182,058	110,201	180,270	1,788	144,231	122,758	110,472
BBD&E	45.0	248,216	251,661	239,587	8,628	225,433	204,582	205,933
South Sherbrooke	100	337,158	42,889	335,323	1,835	245,645	225,365	0
FSA	0	0	0	0	0	0	0	0
Total:		767,432	404,751	755,180	12,251	615,309	552,705	316,404
Total		1,296,526	841,702	1,271,095	25,431	1,071,940	957,872	708,366

Overall Budget Increase: 2.0%
DNE Increase: 2.6%
TV Increase: 1.6%

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2024 Draft Budget

	Reason for Increase/Decrease
Line	
1	Calculated using a 2% COL increase - still waiting for updated Salary Range Info from DNE/40% increase cost of benefits
2	Cost of EHT increased due to the new full time position
3	Reviewed the monthly service fees and was able to lower monthly charges
4	No Change
5	Bell Internet for South Sherbrooke Station has moved to line 72
6	No Change
7	No Change
8	Eliminating this budget line and splitting the amount budgeted between BBD&E & SS Stations
9	Eliminating this budget line and splitting the amount budgeted between BBD&E & SS Stations
10	14 % Increase as per McDougall Insurance
11	Auditors Increased Pricing
12	Adding \$1,000 to compensate for 2 full time staff attending training/seminars/conferences
13	Advertising more online/social media - newspaper ads not required anymore in some instances
14	No Change
15	More IT support required from Lanark County
16	This is an estimate. Still not sure what the annual fee will be from D/NE Twp. for the fire departments portion of the annual costs for the f
17	No Change
18	Additional funds added for a new Photocopier in Maberly
19	No Change
20	There are no capital items budgeted in 2024
21	No Change
22	There are no transfers from reserves budgeted in 2024
23	\$20,000 estimated revenue from the bank interest for 2024
24	2% COL Increase (based on estimated totals for 2023) and increases to annual honorariums for officers
25	Increased to cover the increased pricing due to inflation/supply and demand issues
26	New Line. Fed. Government Radio Licensing Fees has traditionally been paid out of BBD&E Station Operations "Other" Line. BBD&E Station
27	\$10,000 from the BBD&E Station training budget will be added to a new Honorarium/Recruit Reserve for BBD&E Station. Adding money in
28	Increased by \$1,000 to cover the increased pricing for clothing due to inflation/supply and demand issues
29	Budget line was increased in 2019 for anticipated cleaning costs associated with the pandemic. The actual expenditures show that the low
30	increased by \$1,000 to cover the increased pricing for PPE due to inflation/supply and demand issues

31 No Change
32 New Line. Rehabilitation supplies have traditionally been paid out of BBD&E Operations "Other" Line. BBD&E Operations "Other" line has
33 New Line. Firefighter DZ Licence renewal costs have traditionally been paid out of BBD&E Operations "Other" Line. BBD&E Operations "Ot
34 Hydro rates have increased
35 Heating rates have increased
36 No Change
37 New cleaners started at BBD&E Station in 2023. They are slightly more expensive than the previous cleaners but do a great job.
38 increased fees for 2023/2024 winter season
39 14 % Increase as per McDougall Insurance
40 No Change
41 \$500 was added from the "370/371 Vehicle Maintenance" Line from the Administration budget
42 Line was increased due to higher gas prices and \$2,750 was added from the "370/371 Vehicle Fuel" Line from the Administration Budget
43 14 % Increase as per McDougall Insurance
44 New forestry pump for BBD&E Station
45 New High Volume Hose for BBD&E Station
46 Driveway repairs for BBD&E Station
47 New Pumper Truck #321 on order (since 2022) - the chassis was delivered to the Fort Garry in September 2023. The fire department has p
48 Recommended 20% increase/year to ensure that there is enough funds in the reserve to cover the anticipated expenditures
49 Recommended 15% increase/year to ensure that there is enough funds in the reserve to cover the anticipated expenditures. Truck 331 is
50 No Change
51 No Change
52 NEW RESERVE in 2024. The \$10,000 has been taken from Line 27. See Line 27 for more information.
53 Recommended 8% increase/year to ensure that there is enough funds in the reserve to cover the anticipated expenditures
54 No Change
55 No Change
56 Costs for Driveway repairs will be taken from the Building Reserve
57 Cost for new hose will be taken from the Equipment Reserve
58 Cost for new forestry pump will be taken from the Equipment Reserve
59 Hopefully the the new pumper will be delivered in 2024. The amount will be taken from the Apparatus Reserve
60 No Change
61 Increased to cover the increased pricing for pagers/radios due to inflation/supply and demand issues
62 New Line. Fed. Government Radio Licensing Fees has traditionally been paid out of South Sherbrooke Station Operations "Other" Line. So
63 \$5,000 from the South Sherbrooke Station training budget will be added to a new Honorarium/Recruit Reserve for South Sherbrooke Stati
64 No Change

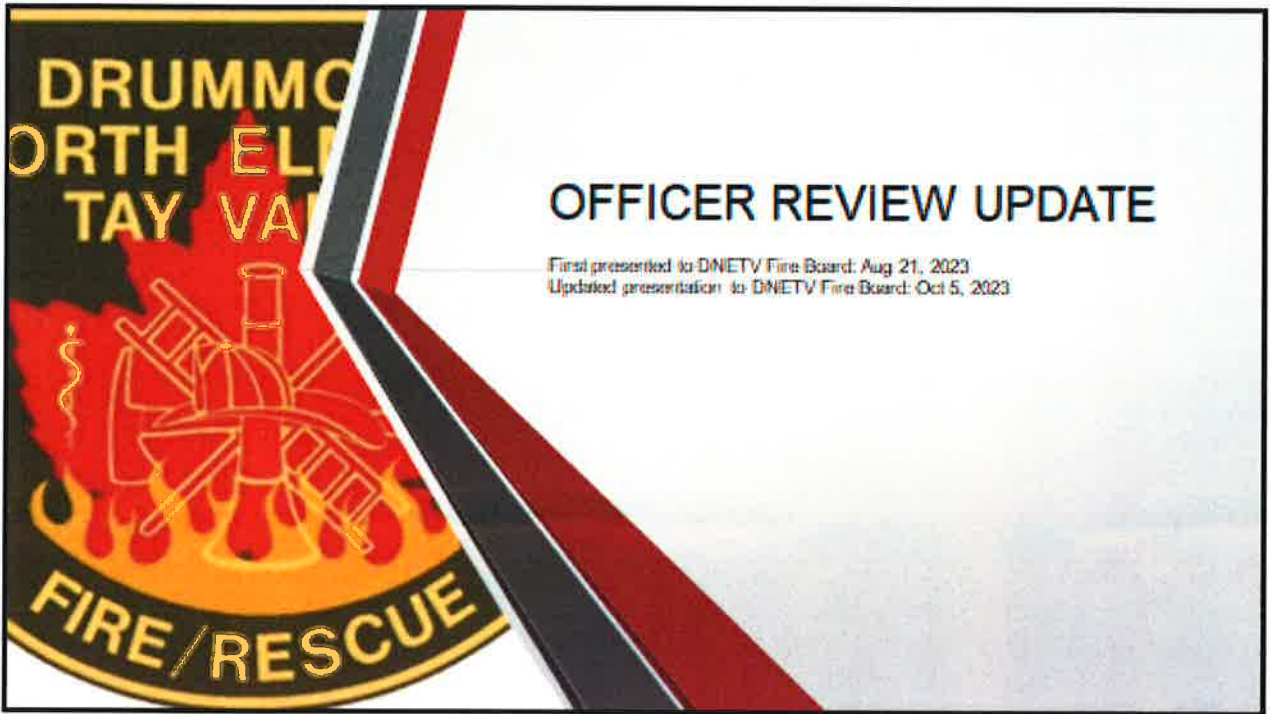
85 No Change
86 New Line. We needed this line to purchase firefighter PPE for SS firefighters (new helmets, boots, gloves, balaclavas, etc.)
87 New Line. Rehabilitation supplies have traditionally been paid out of South Sherbrooke Operations "Other" Line. South Sherbrooke Opera
88 Increasing line since the 2023 actuals show we are over budget
89 No Change
90 No Change
91 Slight Increase in pricing in 2023
92 New Line this year. TVT invoices the fire department once/year
93 No Change
94 Starting in 2024 TV Twp. is going to start charging the fire department for grass cutting at South Sherbrooke Station
95 No Change
96 14 % Increase as per McDougall Insurance
97 No Change
98 \$500 was added from the "370/371 Vehicle Maintenance" Line from the Administration budget
99 Line was increased due to higher gas prices and \$2,250 was added from the "370/371 Vehicle Fuel" Line from the Administration Budget
100 14 % Increase as per McDougall Insurance
101 New Pumper Truck #321 on order (since 2022)
102 Wildfire Trailer purchase will be taken from the Apparatus Reserve
103 New hose will be taken from the equipment reserve
104 New bunker gear will be taken from the Firefighter Personal Protective Equipment Reserve
105 Recommended 25% increase/year to ensure that there is enough funds in the reserve to cover the anticipated expenditures
106 Recommended 2% increase/year to ensure that there is enough funds in the reserve to cover the anticipated expenditures
107 No Change
108 No Change
109 NEW RESERVE In 2024. The \$5,000 has been taken from Line 63. See Line 63 for more information.
110 Recommended 8% increase/year to ensure that there is enough funds in the reserve to cover the anticipated expenditures
111 No Change
112 New Pumper Truck #321 on order (since 2022)
113 Wildfire Trailer purchase will be taken from the Apparatus Reserve
114 New hose will be taken from the equipment reserve
115 New bunker gear will be taken from the Firefighter Personal Protective Equipment Reserve
116 4.5% increase as per agreement

2024 Budget

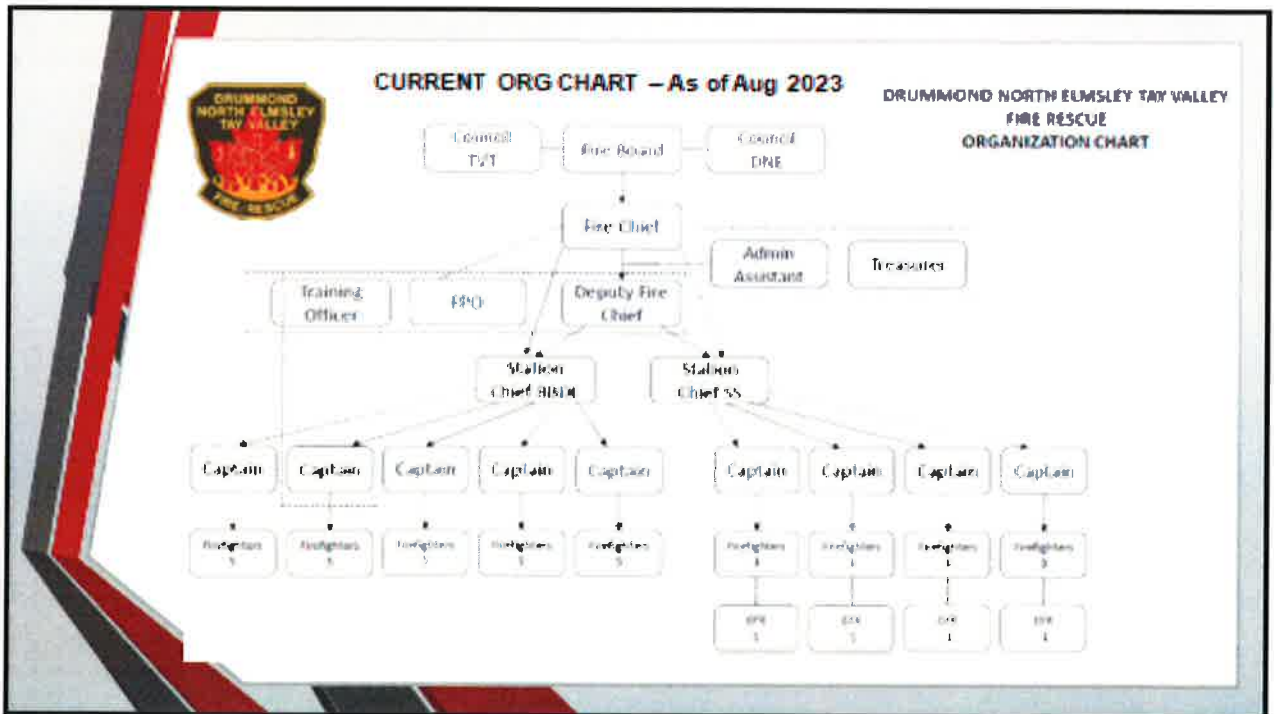
	Line Description
Line	
1	Full Time Staff: Salaries/Wages, CPP, EI, OMERS, WSIB, Benefits (Industrial Alliance)
2	Employer Health Tax for Full Time Staff & Volunteer Firefighters. Calculated once/year.
3	Bell Landline for BBD&E Station (the fire department administration office)
4	Cell phones for the Fire Chief/Deputy Fire Chief & Ipads for Rescue 340 & 341
5	WTC Internet at BBD&E Station (the fire department administration office)
6	Office Supplies
7	Inspection & Prevention Costs (Example: Prizes for Fire Prevention Week, Smoke/CO Alarms, etc.)
8	Lines Deleted in 2024
9	Lines Deleted in 2024
10	Includes ALL insurance Policies EXCEPT: Buildings & Vehicles
11	Includes the cost for the annual audit performed by KPMG LLP, fees for Small Claims Court, etc.
12	Training, Seminars, Meetings and Conference Costs for Full Time Staff
13	Advertising Costs for Hiring, Annual Subscription and Membership costs for the Ontario Assoc. of Fire Chiefs, etc.
14	Annual cost for the automatic aid agreement with the Lanark Highlands Fire Service
15	IT Costs including: new equipment purchases, upgrade costs, licencing fees, annual fees/renewals)
16	Cost of the Financial System (Microsoft Dynamics GP) Includes upgrades, annual fees, licensing, new program purchases, etc. (Invoiced once/year from TV
17	Burnpermits.com/FP2 (Fire Pro)/Who's Responding Includes any upgrades, annual fees, licensing, new program purchases, etc.
18	Photocopiers in BBD&E & SS are rented through the OT Group. Includes quarterly rental fees and ink cartridges
19	Unexpected costs
20	2024 Capital Items for Administration
21	Annual Amount Budgeted to be Transferred to the Administration Reserve
22	Shows the 2024 Capital Items for Administration being transferred from reserves
23	Bank Interest Earned
24	Annual Firefighter Honorariums for BBD&E Station (paid once per year) Also includes VFIS & FF WSIB Costs
25	Purchases/Maintenance of all pagers and radios on the fire trucks and for each firefighter.
26	Annual Licensing Fees for all BBD&E Station portable radios
27	Outsourced training for BBD&E Station & training expenditures for in station training (everything other than wages)
28	Dress Uniforms and Station Wear
29	Includes cleaning and inspection of bunker gear and any repairs that are required.
30	Includes rental bunker gear, helmets, gloves, boots, safety glasses, etc.
31	Supplies required for car accidents
32	Rehabilitation Supplies required at longer fire calls/fire calls where the weather is extremely hot/cold
33	The fire department reimburses firefighters the cost of their medical examination that is required when obtaining their DZ licence.

34 Hydro and water bills for BBD&E Station
 35 Heating fuel for BBD&E Station
 36 Grass cutting, building supplies, small maintenance repairs for BBD&E Station
 37 Weekly cleaning of the meeting rooms, washrooms, kitchen, foyer and offices for BBD&E Station
 38 Plowing/sand/salt application for BBD&E Station and the Pike Lake Dry Hydrant
 39 2024 Cost of insurance for BBD&E Station (the building)
 40 Minor Equipment purchases for BBD&E Station
 41 All vehicle and equipment maintenance costs for BBD&E Station
 42 Fuel, oil and lubricants for the trucks and equipment for BBD&E Station
 43 2024 Cost of insurance for BBD&E Apparatus (fire trucks, atv and trailers)
 44 2024 Capital Item for BBD&E Station
 45 2024 Capital Item for BBD&E Station
 46 2024 Capital Item for BBD&E Station
 47 2024 Capital Item for BBD&E Station
 48 The amount of money that will be contributed to the BBD&E Station Equipment Reserve
 49 The amount of money that will be contributed to the BBDE& Station Apparatus Reserve
 50 The amount of money that will be contributed to the BBD&E Station Building Reserve
 51 The amount of money that will be contributed to the BBD&E Station Contingency Reserve
 52 The amount of money that will be contributed to the BBD&E Station Honorarium/Recruit Reserve
 53 The amount of money that will be contributed to the BBD&E Station Personal Protective Equipment Reserve
 54 The amount of funds allotted to annual capital expenditures for BBD&E Station that are included in Drummond/North Eimsley Township's Development Char-
 55 The amount of funds allotted to annual capital expenditures for BBD&E Station that are included in Tay Valley Township's Development Charges
 56 Shows the 2024 Capital Item for BBD&E Station being transferred from reserves
 57 Shows the 2024 Capital Item for BBD&E Station being transferred from reserves
 58 Shows the 2024 Capital Item for BBD&E Station being transferred from reserves
 59 Shows the 2024 Capital Item for BBD&E Station being transferred from reserves
 60 Annual Firefighter Honorariums for South Sherbrooke Station (paid once per year) Also includes VFIS & FF WSIB Costs
 61 Purchases/Maintenance of all pagers and radios on the fire trucks and for each firefighter
 62 Annual Licensing Fees for all South Sherbrooke Station portable radios
 63 Outsourced training for South Sherbrooke Station & training costs for in station training (everything other than wages)
 64 Dress Uniforms and Station Wear
 65 Includes cleaning and inspection of bunker gear and any repairs that are required
 66 Includes rental bunker gear and new helmets, gloves, boots, safety glasses, etc.
 67 Rehabilitation Supplies required at longer fire calls/fire calls where the weather is extremely hot/cold
 68 The fire department reimburses firefighters the cost of their medical examination that is required when obtaining their DZ licence.
 69 Medical Supplies required for emergency response (there are more medical calls for South Sherbrooke Station because the ambulance is further away for n
 70 Hydro Bills for South Sherbrooke Station
 71 Bell Landline (x2) for South Sherbrooke Station
 72 Bell Internet at SS Station (invoiced once/year from TV)
 73 Heating fuel for South Sherbrooke Station


- 74 Grass cutting, Building supplies, alarm system, small maintenance repairs for South Sherbrooke Station
- 75 Weekly cleaning of the meeting rooms, washrooms, kitchen, foyer and offices for South Sherbrooke Station
- 76 2024 Cost of insurance for South Sherbrooke Station (the building)
- 77 Minor Equipment purchases for South Sherbrooke Station
- 78 All vehicle and equipment maintenance costs for South Sherbrooke Station
- 79 Fuel, oil and lubricants for the trucks and equipment for South Sherbrooke Station
- 80 2024 Cost of insurance for South Sherbrooke Apparatus (fire trucks, boat and trailers)
- 81 2024 Capital Item for South Sherbrooke Station
- 82 2024 Capital Item for South Sherbrooke Station
- 83 2024 Capital Item for South Sherbrooke Station
- 84 2024 Capital Item for South Sherbrooke Station
- 85 The amount of money that will be contributed to the South Sherbrooke Station Equipment Reserve
- 86 The amount of money that will be contributed to the South Sherbrooke Station Apparatus Reserve
- 87 The amount of money that will be contributed to the South Sherbrooke Station Building Reserve
- 88 The amount of money that will be contributed to the South Sherbrooke Station Contingency Reserve
- 89 The amount of money that will be contributed to the South Sherbrooke Station Honorarium/Recruit Reserve
- 90 The amount of money that will be contributed to the South Sherbrooke Station Personal Protective Equipment Reserve
- 91 The amount of funds allotted to annual capital expenditures for South Sherbrooke Station that are included in Tay Valley Township's Development Charges
- 92 Shows the 2024 Capital Item for South Sherbrooke Station being transferred from reserves
- 93 Shows the 2024 Capital Item for South Sherbrooke Station being transferred from reserves
- 94 Shows the 2024 Capital Item for South Sherbrooke Station being transferred from reserves
- 95 Shows the 2024 Capital Item for South Sherbrooke Station being transferred from reserves
- 96 Annual cost for the automatic aid agreement with the Smiths Falls Fire Department



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 / AUXILIARY 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 VAL
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 2028 all Training Officers will require a NFPA 1041 Level 2 Certification. Deputy Chief only current member with that status

11




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

**UPDATES AND DECISIONS
MOVING FORWARD**

14




CONCERN: AGING OFFICER CORE

DECISION: Create Senior Officer position and promote new younger FFs to Captain.

- The Senior Officer position is only required to respond to larger, longer duration calls and will be used to supervise "Cold Zone" operations.
- Will help FC and DC develop and maintain Officer Development and Mentoring Program.
- Will take on larger role with Fire Prevention activities that occur during weekday hours.
- Requirement for position is age of 65 with 10+ years in role of Captain.

15



CONCERN: NEED OF STATION CHIEF

DECISION: Keep position

- The position of Station Chief will be retained but with a more detailed job description.
- Station Chiefs will remain as part of the Officer On Call schedule and will need to keep current with required NFPA level training.
- Position will be monitored and reviewed within the next 12 to 18 months.

16




CONCERN: NEED OF TRAINING OFFICER

DECISION: Place position on hold

- One of the Captains will take on the job specific task of helping the DC to coordinate Training.
- In the future if existing Captains progress in their training to NFPA 1041 Instructor Level 2, we will review the possibility of naming them Training Officer.

17

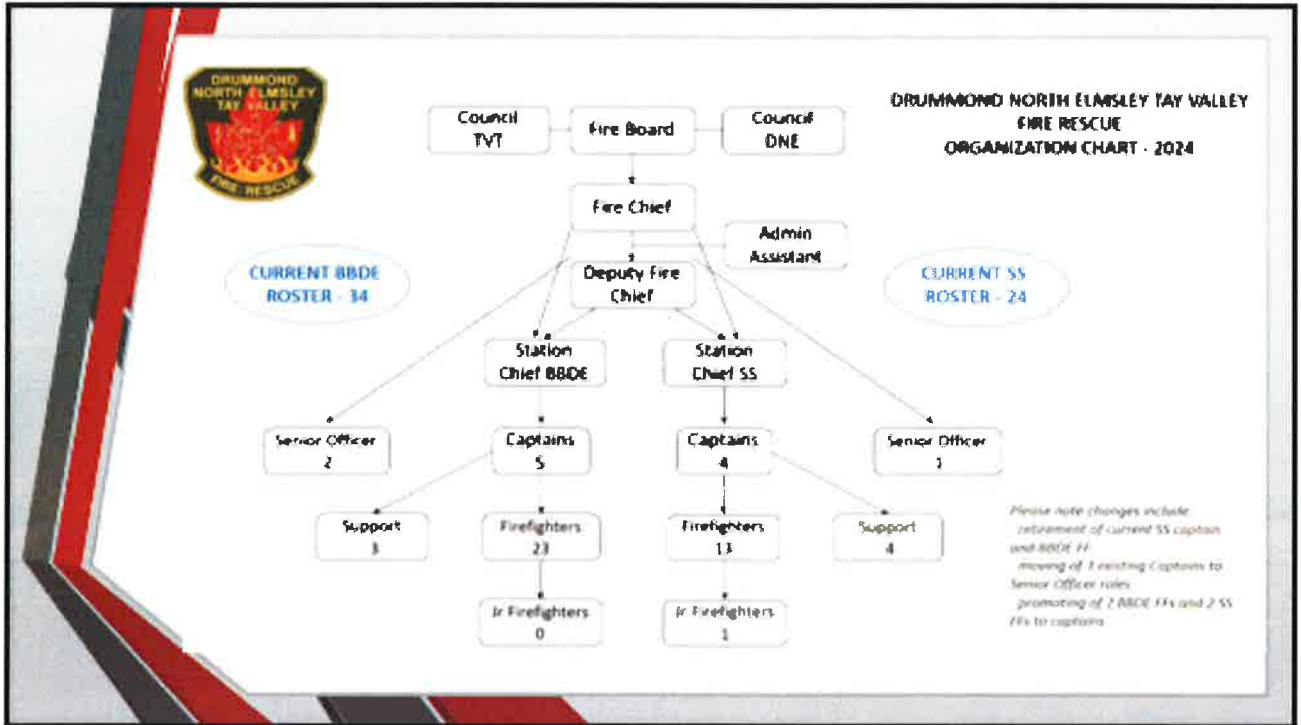


CONCERN: OFFICER PAY STRUCTURE

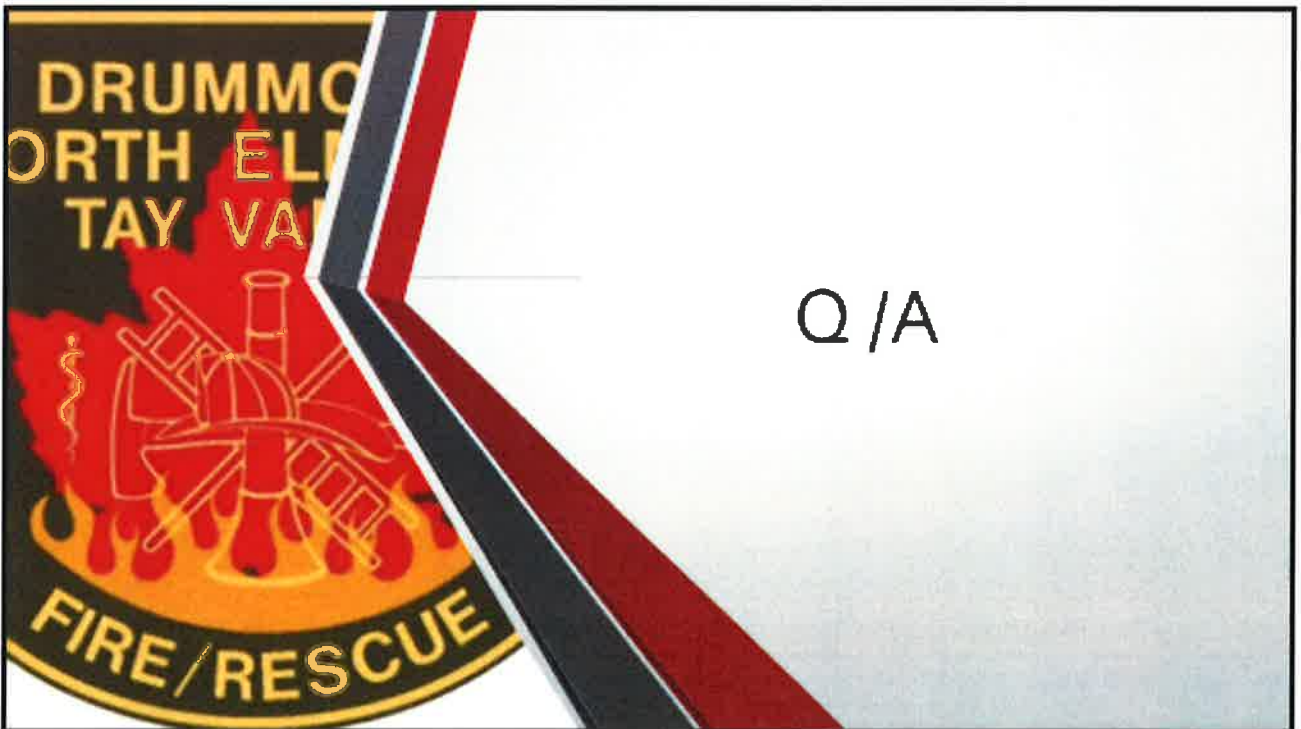
DECISION: Increase Annual Salary

- The annual salary for the Captain position will be increased from \$1,500 to \$3,000
- The annual salary for the Senior Officer will be set at \$1,750.
- The annual salary of the Station Chief will be increased from \$5,000 to \$6,000.
- Annual salary in 2023 was \$25,000 for 11 officers.
- Annual salary in 2024 will increase to \$44,250 for 14 officers.

18



19



20