



## DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

### AGENDA

Thursday, October 5<sup>th</sup>, 2023 – 6:00 p.m.  
South Sherbrooke Station – Training Room  
22110 Highway 7, Maberly, Ontario

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**Chair: Councillor Paul Coutts**

1. **CALL TO ORDER**
2. **AMENDMENTS/APPROVAL OF AGENDA**
3. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT AND GENERAL NATURE THEREOF**
4. **APPROVAL OF MINUTES**

- i) **Minutes – August 21<sup>st</sup>, 2023 – *attached, page 3.***

*Suggested Recommendation:*

*“THAT, the minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting held on August 21<sup>st</sup>, 2023 be approved as circulated.”*

5. **DELEGATIONS & PRESENTATIONS**

- i) None.

6. **BUSINESS**

- i) **2024 Draft Fire Department Budget.**  
Greg Saunders, Fire Chief.

*Suggested Recommendation:*

*“THAT, the 2024 draft fire department budget be approved as presented.”*

- ii) **Officer Review Update.**  
Greg Saunders, Fire Chief.

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

- iv) **Fire Chief Update.**  
Greg Saunders, Fire Chief.

**7. NEW/OTHER BUSINESS**

None.

**8. IN-CAMERA**

None.

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

Proposed Meeting Date: TBD.

**10. DEFERRED ITEMS**

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

- i) *None.*

**11. ADJOURNMENT**

# MINUTES

# DRUMMOND NORTH ELSLEY TAY VALLEY FIRE BOARD MINUTES

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Thursday, August 21<sup>st</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 (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.**

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.**

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.**

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. The funds will 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.**

Fire Chief G. Saunders provided the Fire Board with a 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.**

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.**

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.**

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

xii) **Firefighter Hours & Pay Update.**

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 it may be around.
- Two main options for moving forward, each of which are currently used by neighboring municipalities. FYI, costs we have been given are very low start up costs but very 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. DEFERRED 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.