

# DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

---

Thursday, February 8<sup>th</sup>, 2024

6:00 p.m.

BBD&E Station – 14 Sherbrooke Street East, Perth, ON

Training Room

---

## ATTENDANCE:

### Members Present:

Chair, Councillor Paul Coutts  
Vice-Chair, Councillor Wayne Baker  
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:

Councillor John Matheson

## 1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.  
A quorum was present.

## 2. APPOINTMENT OF CHAIR FOR 2024 TERM

### RESOLUTION #FB2024-01

**MOVED BY:** Paul Coutts

**SECONDED BY:** Ray Scissons

“**THAT**, Wayne Baker be appointed Chair of the Drummond North Elmsley Tay Valley Fire Board for a one-year term, effective February 8, 2024.”

**ADOPTED**

Councillor Paul Coutts stepped down as Chair.  
Councillor Wayne Baker assumed the Chair.

**3. APPOINTMENT OF VICE-CHAIR FOR 2024 TERM**

**RESOLUTION #FB2024-02**

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

“**THAT**, Ray Scissons be appointed Vice-Chair of the Drummond North Elmsley Tay Valley Fire Board for a one-year term, effective February 8, 2024.”

**ADOPTED**

**4. AMENDMENTS/APPROVAL OF AGENDA**

- i) Addition under Business: Annual Pay Compensation Update 2024.
- ii) Addition under Business: Closed Meeting Investigator.
- iii) Addition under In Camera: Confidential: Identifiable Individual – Pay Grid Step Increase for Full Time Staff.

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

None at this time.

**6. APPROVAL OF MINUTES**

- i) **Minutes – December 14, 2023.**

**RESOLUTION # FB2024-03**

**MOVED BY:** Paul Coutts  
**SECONDED BY:** Ray Scissons

“**THAT**, the minutes of the Fire Board meeting held on December 14, 2023 be approved as presented.”

**ADOPTED**

**7. DELEGATIONS & PRESENTATIONS**

None.

**8. BUSINESS**

- i) **Health & Safety Policy Renewal for 2024.**

**RESOLUTION # FB2024-04**

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

“**THAT**, the 2024 Health and Safety Policy be adopted.”

**ADOPTED**

ii) **Probationary Volunteer Firefighters to Volunteer Firefighters.**

**RESOLUTION # FB2024-05**

**MOVED BY:** Greg Hallam  
**SECONDED BY:** Paul Coutts

**“THAT,** the following individuals be hired as volunteer firefighters for South Sherbrooke Station:

- Jason Fuller;
- Tavis Hance;
- Ashley Jordan;
- Quinton Ladd; and
- Matthew Monkhouse.”

**ADOPTED**

iii) **Approval of Captains.**

**RESOLUTION # FB2024-06**

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

**“THAT,** the following individuals be promoted to Captain for BBD&E Station:

- Todd Buchanan;
- Greg Dowdall; and
- Chris Findlay.”

**ADOPTED**

iv) **Approval of Acting Captains.**

**RESOLUTION # FB2024-07**

**MOVED BY:** Paul Coutts  
**SECONDED BY:** Marilyn Thomas

**“THAT,** the following individuals be promoted to Acting Captain for South Sherbrooke Station:

- Joe Ennis; and
- Donald McInnes.”

**ADOPTED**

- v) **Resolution from Tay Valley Township & D/NE Township Requesting to Expand the Life Span of Fire Apparatus.**

**RESOLUTION # FB2024-08**

**MOVED BY:** Greg Hallam  
**SECONDED BY:** Paul Coutts

“**THAT**, the Fire Board recommends that both Tay Valley and D/NE Township Councils forward a resolution requesting to expand the life span of fire apparatus.”

**ADOPTED**

- vi) **Annual Pay Compensation Update 2024.**

**RESOLUTION # FB2024-09**

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

“**THAT**, the following annual pay compensation be set for the listed Drummond North Elmsley Tay Valley Fire Rescue positions:

- Station Chief - \$6,000.00;
- Captain - \$3,000.00; and
- Senior Officer - \$1,750.00.”

**ADOPTED**

- vii) **Closed Meeting Investigator.**

**RESOLUTION # FB2024-10**

**MOVED BY:** Ray Scissons  
**SECONDED BY:** Greg Hallam

“**THAT**, the Drummond North Elmsley Tay Valley Fire Rescue Board use the Township of Drummond North Elmsley’s Closed Meeting Investigator.”

**ADOPTED**

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

**TRAINING**

- Did some Team Building nights early in January to get everyone back after the holidays.
- Held a Training Committee meeting to schedule next 3-6 months of training.

## PREVENTION

- Spent the morning of February 7<sup>th</sup> at Lanark Lodge performing Fire Extinguisher theory training for all staff. Next step is going back in the Spring for practical training of live fire extinguishing.
- Officer visit to Perth Community Care for refresh of apparatus placement

## MISC

- Annual Employee reviews have started
- Tech grant from Fire Marshal's Public Fire Safety Council
- Discussed recent calls

### ix) **Fire Chief Update.**

- Calls to date for 2024: BBDE – 28, SS – 10.
- Most of the capital expenditures for 2024 have been ordered.
- Lots of progress is being made on the new pumper. In a few weeks representatives from the Fire Department will need to go to Fort Garry Fire Trucks and complete the final inspection. The Fire Chief is suggesting that the old pumper be sold on GovDeals once the new pumper has been delivered and put into service.
- The captains are adapting well to their new roles. Seeing lots of initiative from these individuals.
- The air cylinders for the SCBA are going to be tested next week. 10 cylinders will be sent away per week.
- There is a new water tank on Powers Road that is now in service. Repairs were done to the water tank on Black Creek. BBD&E has a total of 12 hydrants and 5 water tanks. South Sherbrooke has 4 hydrants and 2 water tanks.
- One firefighter from South Sherbrooke Station has retired and 2 individuals have been dismissed due to lack of attendance.
- Carleton Place Fire Department and Perth Fire Department are now offering benefits to their volunteer firefighters.

## 8. **NEW/OTHER BUSINESS**

None.

**9. IN-CAMERA**

- i) **CONFIDENTIAL: Identifiable Individual – Pay Grid Step Increase for Full Time Staff.**

**RESOLUTION #FB2024-11**

**MOVED BY:** Ray Scissons

**SECONDED BY:** Marilyn Thomas

“**THAT**, the Board moved “in camera” at 7:00 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding a pay grid step increase for full time Fire Department staff;

**AND THAT**, the Recording Secretary remain in the room.”

**ADOPTED**

**RESOLUTION #FB2024-12**

**MOVED BY:** Paul Coutts

**SECONDED BY:** Greg Hallam

“**THAT**, the Fire Board return to open session at 7:11 p.m.”

**ADOPTED**

The Fire Board Chair rose and reported that staff were provided direction on the matter.

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

Next Meeting: TBD.

**11. DEFERRED ITEMS**

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

**12. ADJOURNMENT**

The Board adjourned at 7:15 p.m.

  
\_\_\_\_\_  
Wayne Baker, Fire Board Chair

  
\_\_\_\_\_  
Megan Moore, Recording Secretary