



DRUMMOND NORTH ELSLEY TAY VALLEY FIRE RESCUE

AGENDA

Thursday, June 6th, 2024 – 6:00 p.m.
BBDE Station – Training Room
14 Sherbrooke Street East, Perth, Ontario

Chair: Councillor Wayne Baker

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 – February 8, 2024 – *attached, pages 4-9.***

Suggested Recommendation:

“THAT, the minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting held on February 8th, 2024 be approved as circulated.”

- ii) **Minutes – Confidential – February 8, 2024 - Identifiable Individual - Pay Grid Step Increase for Full-Time Fire Department Staff – *to be distributed at the meeting.***

Suggested Recommendation:

“THAT, the confidential minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting (Closed Session - Identifiable Individual - Pay Grid Step Increase for Full-Time Fire Department Staff) held on February 8th, 2024 be approved as circulated.”

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

- i) **Wild Fire Prevention in Cottage Country.**
Greg Saunders, Fire Chief.

- ii) **Surplus Pumpers.**
Greg Saunders, Fire Chief.
- iii) **Review of Emergency Response Calls – *attached, pages 11 & 12.***
Greg Saunders, Fire Chief.
- iv) **2024 Firefighter Hours & Pay Update – *attached, page 13.***
Greg Saunders, Fire Chief.
- v) **Billing Status.**
Greg Saunders, Fire Chief.
- vi) **Financial Status Update.**
Greg Saunders, Fire Chief.
- vii) **Deputy Fire Chief Update.**
Darren Gibson, Deputy Fire Chief.
- viii) **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

Thursday, February 8th, 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 7th 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.

BUSINESS

Review of Emergency Response Calls
 Nov. 1/23 – Apr. 30/24
 BBDE Station

Fire – Structure	4
Fire – Brush / Grass	3
Fire – Vehicle	4
Fire – Other	4
Rescue – Motor Vehicle Accident	14
Rescue – Water / Ice	0
Rescue – Other	1
Medical Assist	2
Public Hazard – Power Lines / Electrical	4
Public Hazard – Other	0
Activated Alarm – CO	4
Activated Alarm – Smoke	2
Activated Alarm – False	5
Aid – DNETV Station Assist	2
Aid – Lanark County / Other Mutual Aid	5
Burning Complaint	4
TOTAL:	58

**Review of Emergency Response Calls
Nov. 1/23 – Apr. 30/23
South Sherbrooke Station**

Fire – Structure	0
Fire – Brush / Grass	1
Fire – Vehicle	0
Fire – Other	1
Rescue – Motor Vehicle Accident	2
Rescue – Water / Ice	0
Rescue – Other	2
Medical Assist	4
Public Hazard – Power Lines / Electrical	1
Public Hazard – Other	1
Activated Alarm – CO	1
Activated Alarm – Smoke	0
Activated Alarm – False	0
Aid – DNETV Station Assist	2
Aid – Lanark County / Other Mutual Aid	5
Burning Complaint	2
TOTAL:	22

2024 FIREFIGHTER HOURS & PAY UPDATE
November 1, 2023 to April 30, 2024

STATION		PAY	COMMENTS
BBD&E STATION			
Fire Department Activities		\$ 4,968.42	
Maintenance		\$ 2,573.84	
Training		\$ 13,157.17	
Response Attendance		\$ 52,751.17	
Honorariums			
Station Chief		\$ 6,000.00	
Training Officer		\$ 3,000.00	
Senior Officer		\$ 3,500.00	
Captains		\$ 15,000.00	
On Call		\$ 6,536.00	estimate (last year's total)
Truck/Inventory Checks		\$ 3,073.23	
Instructor Pre/Post Training Hours		\$ 1,807.92	estimate (last year's total)
Total		\$ 112,367.75	
TOTAL		\$ 112,367.75	Amt Budgeted: \$207,900.00
Vacation Pay		\$ 5,833.01	
	Total:	\$ 118,200.76	Balance of: \$89,699.24

2024 FIREFIGHTER HOURS & PAY UPDATE
November 1, 2023 to April 30, 2024

STATION		PAY	COMMENTS
SOUTH SHERBROOKE STATION			
Fire Department Activities		\$ 4,411.53	
Maintenance		\$ 64.03	
Training		\$ 7,756.82	
Response Attendance		\$ 12,719.56	
Honorariums			
Station Chief		\$ 6,000.00	
Training Officer		N/A	
Senior Officer		\$ 1,750.00	
Captains		\$ 6,000.00	
Officer on Call (Summer)		\$ 1,935.00	
Truck/Inventory Checks		\$ 2,020.09	
Instructor Pre/Post Training Hours		\$ 1,205.28	estimate (last year's total)
Total		\$ 43,862.31	
TOTAL		\$ 43,862.31	Amt Budgeted: \$86,308.00
Vacation Pay		\$ 4,174.16	
	Total:	\$ 48,036.47	Balance of: \$38,271.53