

DRUMMOND NORTH ELSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, November 14th, 2024

6:00 p.m.

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

Training Room

ATTENDANCE:

Members Present:

Chair, Councillor Wayne Baker
Vice-Chair, Ray Scissons
Councillor John Matheson
Councillor Paul Coutts
Councillor Marilyn Thomas
Councillor Greg Hallam

Staff Present:

Cathy Ryder, CAO/Clerk Drummond/North Elmsley
Township (left at 6:35 p.m.)
Amanda Mabo, CAO/Clerk Tay Valley Township (left at 6:35
p.m.) (left at 6:35 p.m.)
Janie Laidlaw, Deputy Clerk Drummond/North Elmsley
Township (left at 6:35 p.m.)
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 adopted 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 22, 2024.

The minutes were amended by removing Angela Millar from the list of “Staff Present”. Angela Millar was not present at the Fire Board meeting on August 22, 2024.

RESOLUTION # FB2024-22

MOVED BY: John Matheson

SECONDED BY: Paul Coutts

“THAT, the minutes of the Fire Board meeting held on August 22, 2024 be approved as amended.”

ADOPTED

Item 8 was discussed next.

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

i) Sale of Surplus Pumper 322.

The surplus pumper from South Sherbrooke Station sold on GovDeals for \$16,400.00. The Fire Chief recommended that the funds be transferred to the South Sherbrooke Apparatus Reserve.

RESOLUTION # FB2024-25

MOVED BY: Marilyn Thomas

SECONDED BY: Paul Coutts

“THAT, the funds received from the sale of the South Sherbrooke surplus pumper be transferred to the South Sherbrooke Apparatus Reserve.”

ADOPTED

ii) 2024 Firefighter Recruitment Update.

Four (4) individuals have been hired as probationary firefighters for BBD&E Station and three (3) individuals have been hired as probationary for South Sherbrooke Station. South Sherbrooke junior firefighter Andrew England has been promoted to a probationary firefighter. All probationary firefighters will remain on probation for one (1) year.

RESOLUTION # FB2024-26

MOVED BY: Greg Hallam

SECONDED BY: John Matheson

“THAT, the following probationary firefighters be hired at the BBD&E Station:

- Dylan Devlin
- Joshua McPhee
- Drew Parks
- Dawson Beckwith

AND THAT, the following probationary firefighters be hired at the South Sherbrooke Station:

- Damien Rice-Laprise
- Jesse Gagnon
- Robbie Johnson-Boadway
- Andrew England

effective November 1, 2024.”

ADOPTED

iii) **2024 Emergency Call Final Numbers.**

The Fire Chief provided an overview of the number of emergency response calls the Fire Department received in the 2024 call year.

RESOLUTION # FB2024-27

MOVED BY: Marilyn Thomas

SECONDED BY: John Matheson

“THAT, the 2024 Emergency Call Final Numbers be received for information.”

ADOPTED

iv) **2024 Firefighter Honorariums Update.**

The Fire Chief provided a cost update on the firefighter honorariums for the 2024 call year.

RESOLUTION # FB2024-28

MOVED BY: Ray Scissons

SECONDED BY: Paul Coutts

“THAT, the 2024 Firefighter Honorariums Update be received for information.”

ADOPTED

v) **Financial Status Update as at November 5th, 2024.**

The Fire Chief provided an update on the financial status of the Fire Department.

RESOLUTION # FB2024-29

MOVED BY: Marilyn Thomas

SECONDED BY: Greg Hallam

“THAT, the Financial Status Update as at November 5th, 2024 be received for information.”

ADOPTED

vi) **Volunteer Firefighter 2024 Christmas Gift Cards.**

Traditionally the Fire Board has gifted Christmas gift cards to all current firefighters. At the meeting the Fire Board suggested raising the amount of the gift cards to \$50 each to reflect rising inflation costs. The group agreed to purchase \$50 gift cards for all firefighters.

RESOLUTION # FB2024-30

MOVED BY: John Matheson

SECONDED BY: Greg Hallam

“THAT, the Volunteer Firefighter 2024 Christmas Gift Cards of \$50 each, be approved.”

ADOPTED

vii) **2025 Draft Fire Department Budget.**

The Fire Board reviewed and approved the 2025 draft budget. The Administrative Assistant/Treasurer will update the 2025 budget with the wage information that was discussed in-camera. The Fire Board approved a motion to fund the retro pay (that was discussed in camera) using the Fire Department Administration Reserve.

RESOLUTION # FB2024-31

MOVED BY: Greg Hallam

SECONDED BY: John Matheson

“THAT, the retro pay for full time fire department staff be funded from the Administration Reserve.”

ADOPTED

RESOLUTION # FB2024-32

MOVED BY: Ray Scissons

SECONDED BY: Marilyn Thomas

“THAT, the 2025 draft budget be approved in principle as presented and forwarded to both Township’s.”

ADOPTED

viii) **BBD&E Association Christmas Party.**

The Fire Board approved the request from the BBD&E Firefighters Association to host their annual Christmas party at BBD&E Station on the condition that all the proper licensing and insurance be obtained and submitted to the Fire Chief before the event.

RESOLUTION # FB2024-33

MOVED BY: Paul Coutts

SECONDED BY: Ray Scissons

“THAT, the BBD&E Firefighters Association request to host their annual Christmas Party at BBD&E Station on Friday, November 22, 2024 be approved provided that all the proper licenses and insurance be obtained and submitted to the Fire Chief prior to the event.”

ADOPTED

ix) **Fire Chief Update.**

- The new fire trucks will be featured in Fort Garry’s annual fire truck calendar.
- On September 17 members of our Fire Department attended an Emergency Services Appreciation Dinner hosted by the Perth Legion.
- The dry hydrant in Rideau Ferry was replaced in September 2024.
- The Medical Response Agreement Committee has been put on hold until next year. The Ambulance service is rolling out new dispatch criteria in 2025 so the committee will wait and see what changes because of it.
- There will be a 3rd Party review of the Lanark County Emergency Response Vehicles to see if its worthwhile to keep the program going.
- The Fire Chief is visiting with local OPP platoons to share information with them about the local fire departments.

x) **Deputy Fire Chief Update.**

RECRUITS

- Four new recruits in each station. Hiring process was big part.

DATA ANALYSIS

- All call and training data has been entered for both stations from 2024. Next step is analysis breakdown for tracking attendance for all members with employee reviews to follow

TRAINING

- No training updates at this time.

PREVENTION

- All annual vulnerable occupancies fire drills and inspections complete. Ongoing training.
- Fire prevention week was successful with McDonalds contest winners from four schools
- Combined with Town of Perth we have been doing “coffee with firefighter” around Perth.

MISC

- Hoarding situation
- OAFCA AGM meeting next week – recruitment and retention for rural fire departments
- Technical rescue training

7. NEW/OTHER BUSINESS

None.

8. IN-CAMERA

- i) **CONFIDENTIAL: Identifiable Individual – Wage Review for Full Time Fire Department Staff.**

RESOLUTION #FB2024-23

MOVED BY: John Matheson

SECONDED BY: Marilyn Thomas

“**THAT**, the Board move “in camera” at 6:04 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding a wage review for full time Fire Department staff;

AND THAT, the Drummond/North Elmsley Township CAO/Clerk, Deputy Clerk and Tay Valley Township CAO/Clerk remain in the room.”

ADOPTED

RESOLUTION #FB2024-24

MOVED BY: Ray Scissons

SECONDED BY: John Matheson

“**THAT**, the Board return to an open session at 6:31 p.m.”

ADOPTED

The Drummond/North Elmsley Township CAO/Clerk and Deputy Clerk and Tay Valley Township CAO/Clerk left at 6:35 p.m.

- The Chair rose and reported that the Fire Board was provided an update.

Item 6 i) was discussed next.

9. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: TBD.

10. DEFERRED ITEMS

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

- *None at this time.*

11. ADJOURNMENT

The Board adjourned at 8:10 p.m.



Wayne Baker, Fire Board Chair



Megan Moore, Recording Secretary