

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, January 30th, 2025

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: 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 6:01 p.m.
A quorum was present.

2. APPOINTMENT OF CHAIR FOR 2025 TERM

RESOLUTION #FB-2025-01

MOVED BY: Paul Coutts

SECONDED BY: Marilyn Thomas

“**THAT**, Ray Scissons be appointed Chair of the Fire Board for a one-year term,
effective January 30, 2025.”

ADOPTED

3. APPOINTMENT OF VICE-CHAIR FOR 2025 TERM

RESOLUTION #FB-2025-02

MOVED BY: Wayne Baker
SECONDED BY: Greg Hallam

“THAT, Marilyn Thomas be appointed Vice-Chair of the Fire Board for a one-year term, effective January 30, 2025.”

ADOPTED

4. AMENDMENTS/APPROVAL OF AGENDA

- i) Addition under In Camera: Confidential: Identifiable Individual – Personnel Issue.

The Agenda was approved as amended.

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

None at this time.

6. APPROVAL OF MINUTES

- i) **Minutes – November 14, 2024.**

RESOLUTION #FB-2025-03

MOVED BY: Marilyn Thomas
SECONDED BY: Greg Hallam

“THAT, the minutes of the Fire Board meeting held on November 14, 2024 be approved as presented.”

ADOPTED

- ii) **Minutes – Confidential – November 14, 2024 - Identifiable Individual – Wage Review for Full Time Fire Department Staff.**

The minutes were not approved and will be sent back to Janie Laidlaw at Drummond/North Elmsley Township to modify.

7. DELEGATIONS & PRESENTATIONS

None.

8. BUSINESS

i) Health & Safety Policy Renewal for 2025.

RESOLUTION #FB-2025-04

MOVED BY: Greg Hallam

SECONDED BY: Wayne Baker

“THAT, the 2025 Health and Safety Policy be adopted.”

ADOPTED

ii) Fire Protection Grant.

The Fire Chief reported that the Fire Department has received partial funding for a professional cleaning and decontamination unit. The remaining costs will be funded by the Fire Department Equipment Reserve. The Fire Chief will obtain 3 quotes before committing to purchase the unit.

RESOLUTION #FB-2025-05

MOVED BY: Marilyn Thomas

SECONDED BY: John Matheson

“THAT, the Fire Board approves moving forward with the Fire Protection Grant for a professional cleaning and decontamination unit;

AND THAT, the Chair and Fire Chief be authorized to sign the Ontario Transfer Payment Agreement.”

ADOPTED

iii) Tanker and Aerial Support Services Agreement with Town of Perth Update.

The Fire Chief explained to the Fire Board that an agreement will be presented at both Drummond/North Elmsley and Tay Valley Councils soon. The agreement will allow for the activation of an aerial ladder truck to be used within the Townships if it is requested and tanker trucks to be used in the Town of Perth as required. There will be no cost to either municipality for this agreement.

- iv) **2024/2025 Emergency Response Calls as of January 14th, 2025.**

RESOLUTION #FB-2025-06

MOVED BY: John Matheson
SECONDED BY: Wayne Baker

“THAT, the 2024/2025 Emergency Calls as of January 14th, 2025 be received for information.”

ADOPTED

- v) **2023/2024 Fire Permits Summary & 2024/2025 Fire Permits Summary as at January 20, 2025.**

RESOLUTION #FB-2025-07

MOVED BY: Greg Hallam
SECONDED BY: Wayne Baker

“THAT, the 2023/2024 Fire Permits Summary & 2024/2025 Fire Permits Summary as at January 20, 025 be received for information.”

ADOPTED

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

TRAINING

- Learning contract approval from the Ontario Fire College to teach NFPA 1002 Pumps Ops internally.
- Rented Perth Pool last night for some water rescue training. FYI further certifications for any water type rescue training will involve members passing a rigorous swim test prior to acceptance.
- Training schedule is complete for first six months with a focus in the spring on structure fire attack techniques at the South Sherbrooke Station Training Center

RECRUITS

- New recruits have already completed 3 weekends of training in January at the Regional Training Center (RTC) in Mississippi Mills along with new recruits from other Lanark County Departments. In total they will be away 10 weekends, 4 months.

PREVENTION

- In February, a key focus for fire prevention should be on maintaining and properly using heating sources like fireplaces, space heaters, and furnaces, including having them serviced annually, keeping flammable materials at a safe distance, and ensuring proper ash disposal in a fire-safe container
- Reminders posted on DNETV Facebook page

DATA ANALYSIS

- Our annual submission of incidents reports has been submitted to the OFM and approved.

vii) **Fire Chief Update.**

- BBDE calls to date: 55, last year at this time: 28.
- SS calls to date: 19, last year at this time: 10.
- Due to bad road conditions on a private road in Tay Valley Township firefighters had a very difficult time accessing a home that was on fire and unfortunately the house was deemed a total loss.
- Emergency exercises for both Tay Valley and Drummond/North Elmsley Townships were conducted in late 2024.
- Fire Chief Saunders was interviewed on Lake 88 alongside the Fire Chief of Lanark Highlands. The main topic was fire safety and prevention.
- Currently in the process of trying to schedule training at OMYA for the fire department.
- The fire departments breathing apparatus have all been inspected and tested for 2025 and so far this year there have been 4 fire trucks safetied
- Starting to look at purchasing capital items that were included in the 2025 fire department budget.
- Still working on finalizing the Smiths Falls Fire Service Agreement hopefully it will be completed in the near future.
- Lanark County has hired a third-party consultant to complete a review of the Rescue Program including the three (3) Rescue units housed in and around Lanark County. Rescue 1 is housed at BBD&E Station. The purpose of the review is to determine whether the program is still valid and needed. They are also looking at the possibility of enhancing the program.

9. **NEW/OTHER BUSINESS**

None.

10. IN-CAMERA

- i) **CONFIDENTIAL: Identifiable Individual – Personnel Issue.**

RESOLUTION #FB-2025-08

MOVED BY: Marilyn Thomas

SECONDED BY: Paul Coutts

“THAT, the Board move “in camera” at 7:15 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding a personnel issue;

AND THAT, the Fire Chief, Deputy Fire Chief and Administrative Assistant/Treasurer remain in the room.”

ADOPTED

RESOLUTION #FB-2025-09

MOVED BY: Greg Hallam

SECONDED BY: Paul Coutts

“THAT, the Board return to an open session at 7:22 p.m.”

ADOPTED

The Chair rose and reported that the Fire Board was presented with information regarding a volunteer firefighter of the Drummond/North Elmsley Tay Valley Fire Rescue.

11. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: To be determined.

12. DEFERRED ITEMS

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

- *None at this time.*

13. ADJOURNMENT

The Board adjourned at 7:30 p.m.



Ray Scissons, Fire Board Chair



Megan Moore, Recording Secretary