



DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

AGENDA

Thursday, January 30th, 2025 – 6:00 p.m.
BBDE Station – Training Room
14 Sherbrooke Street East, Perth, Ontario

Chair: Councillor Wayne Baker

1. **CALL TO ORDER**
2. **APPOINTMENT OF CHAIR FOR 2025 TERM**

Suggested Recommendation:

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

3. **APPOINTMENT OF VICE-CHAIR FOR 2025 TERM**

Suggested Recommendation:

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

4. **AMENDMENTS/APPROVAL OF AGENDA**
5. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT AND GENERAL NATURE THEREOF**
6. **APPROVAL OF MINUTES**

- i) **Minutes – November 14th, 2024 – *attached, pages 5-11.***

Suggested Recommendation:

“THAT, the minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting held on November 14th, 2024 be approved as circulated.”

- ii) **Minutes – Confidential – November 14th, 2024 – Identifiable Individual – Wage Review 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 - Wage Review for Full Time Fire Department Staff.) held on November 14th, 2024 be approved as circulated.”

7. DELEGATIONS & PRESENTATIONS

- i) None.

8. BUSINESS

- i) **Health & Safety Policy Renewal for 2025 – *attached pages 13-14.***
Greg Saunders, Fire Chief.

Suggested Recommendation:

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

- ii) **Fire Protection Grant – *attached page 15.***
Greg Saunders, Fire Chief.

Suggested Recommendation:

“THAT, the Fire Board approves moving forward with the Fire Protection Grant for a professional cleaning and decontamination unit, and approves and signs the Ontario Transfer Payment Agreement.”

- iii) **Tanker and Aerial Support Services Agreement with Town of Perth Update.**
Greg Saunders, Fire Chief.

- iv) **2024/2025 Emergency Response Calls as of January 14th, 2025 – *attached pages 16-18.***
Greg Saunders, Fire Chief.

Suggested Recommendation:

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

- v) **2023/2024 Fire Permits Summary & 2024/2025 Fire Permits Summary as of January 20th, 2025 – attached page 19.**
Greg Saunders, Fire Chief.

Suggested Recommendation:

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

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

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

9. NEW/OTHER BUSINESS

None.

10. IN-CAMERA

None.

11. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Proposed Meeting Date: TBD.

12. DEFERRED ITEMS

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

- i) *None.*

13. ADJOURNMENT

MINUTES

DRUMMOND NORTH ELSMSLEY 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 regarding the 2025 Salary Grid

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.

BUSINESS



DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

HEALTH & SAFETY POLICY

January 30, 2025

Drummond/North Elmsley Tay Valley (DNETV) Fire Rescue is committed to protecting the health and safety of all workplace parties and to the continuing objective of reducing injury and providing a healthy and safe workplace that is free from harassment and actual, attempted or threatened acts of violence. We will take all reasonable precautions to prevent workplace harassment and violence and to protect employees. Commitment to the continual improvement of health and safety is an integral part of this organization and is everyone's responsibility.

This Policy Statement applies to all employees, volunteers, visitors, contractors, vendors and delivery persons. Every person must act in compliance with this policy statement.

All members of the Fire Board and the Fire Chief (or designate) are responsible and accountable for the development and implementation of participative programs which are tailored to meet specific health and safety needs of their area of responsibility. Further, all management activities will comply with established safety requirements as they relate to the planning, purchasing, operation and maintenance of facilities, apparatus and equipment.

To perform job duties effectively, officers and firefighters at all levels are accountable for their personal health and safety and the safety of others by complying with the *Occupational Health & Safety Act*, its regulations, Section 21 Guidance Notes and standard operating guidelines as established and required by DNETV Fire Rescue. They must also be committed to:

- incorporating health and safety considerations into daily job duties and firefighting decisions;
- meeting or exceeding applicable health and safety laws, regulations, and fire department related policies, plans, and standards;
- developing and/or participating in training and education programs to reduce health and safety risks, both on and off the job;
- communicating with management and co-workers working conditions at emergency calls that may be unsafe or immediately dangerous to life safety, and stopping any operation deemed to be operating in an unsafe condition or manner;
- sharing the results and conclusions of health and safety studies, as well as contributing to the actions taken;
- participating in incident investigations and follow-up activities.

Examples of harassment in the workplace include sexual harassment, teasing, intimidating or offensive jokes or innuendos, display or circulation of offensive pictures or materials, unwelcome, offensive or intimidating phone calls, emails, texts and / or social media posts, or bullying.

Workplace Violence includes but is not limited to the following:

1. The use of physical force against or by a worker that causes or could cause physical injury;
2. The attempted use of physical force against or by a worker that could have caused physical injury;
3. An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace; and
4. Bringing or threatening to bring a weapon of any kind to our workplace or possessing a weapon of any kind while carrying out Fire Department business.

ZERO TOLERANCE - We will not tolerate incidents of workplace harassment or violence perpetrated against or by any employee, customer, vendor, contractor, visitor or any other person at a workplace.

We will support all employees in meeting their responsibilities by integrating health and safety into its everyday business practice in support of DNETV Fire Rescue's internal responsibility system. Collectively, the effort will be made to provide the resources necessary to create a healthy and safe work environment that meets or exceeds all applicable health and safety standards and legislation.

Greg Saunders, Fire Chief

Chair, Fire Board

**Ministry of the Solicitor General
Office of the Fire Marshal**

25 Morton Shulman Avenue
Toronto ON M3M 0B1
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**Ministère du Solliciteur général
Bureau du commissaire des Incendies**

25, avenue Morton Shulman
Toronto ON M3M 0B1
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Télééc.: 647-329-1143



MEMORANDUM TO: All Ontario Fire Chiefs

FROM: John McBeth
Acting Fire Marshal

DATE: December 19, 2024

SUBJECT: Announcement of 2024-2025 Fire Protection Grant Allocations

The Office of the Fire Marshal (OFM) is pleased to announce that the applications for Year 1 of the Fire Protection Grant have been approved by the Solicitor General. The OFM received a total of 374 applications outlining projects that will help improve cancer prevention initiatives for firefighters across Ontario.

As a next step, the OFM will begin contacting successful fire departments to review and finalize the required transfer payment agreements. Fire departments will be directed to their Transfer Payment Ontario (TPON) account to access and complete this work.

Transfer payment agreements will contain all project details, including report back requirements. The agreements will be executed through TPON and will require the signature of the fire department's municipal signing authority.

As our office begins to communicate to successful applicants questions can be directed to the local Fire Protection Adviser.

Thank you to all departments that submitted an application for the Fire Protection Grant. Your ongoing efforts to improve cancer prevention initiatives for your members will greatly improve their health and wellbeing.

Sincerely,

John McBeth
Acting Fire Marshal

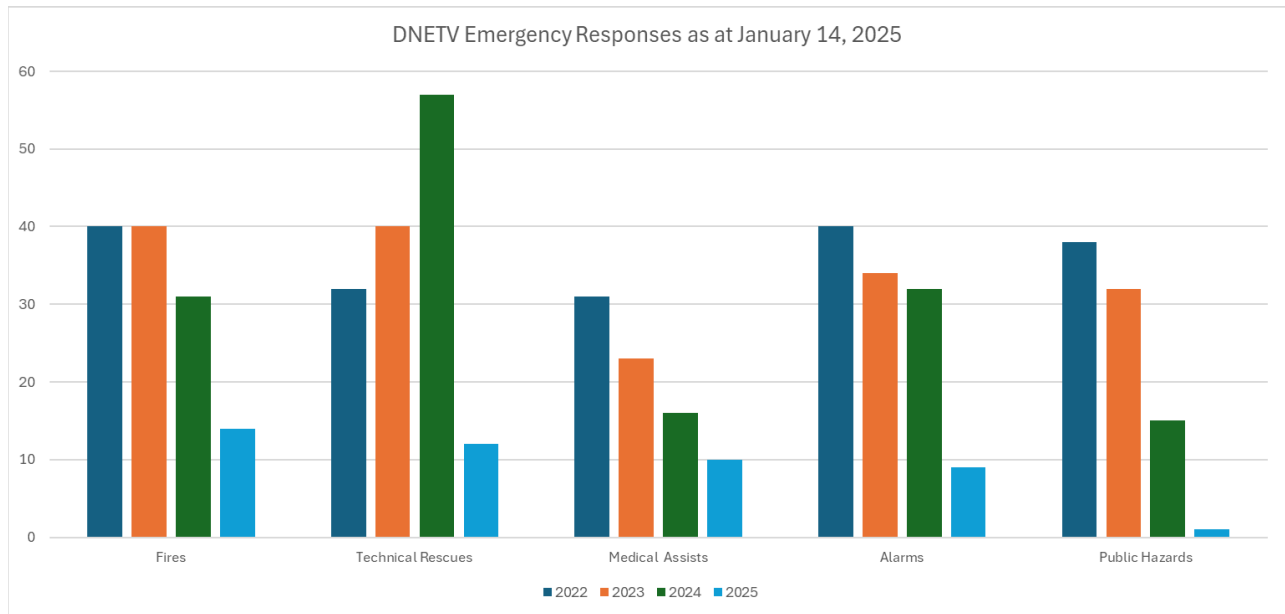
c: Mario Di Tommaso, O.O.M. Deputy Solicitor General, Community Safety,

Emergency Response Calls BBD&E Station as at January 14, 2025

DNETV - BBDE Station Type of Response	Call Year 2022	Call Year 2023	Call Year 2024	To Date 2025
Fire - Structure	6	11	6	2
Fire - Bush / Grass	9	8	6	3
Fire - Vehicle	8	11	11	2
Fire - Other	6	1	4	6
Rescue - Motor Vehicle Accident	20	26	36	8
Rescue - Water / Ice	2	3	2	1
Rescue - Other	4	2	4	0
Medical Assist	17	9	8	7
Public Hazard - Power Lines / Electrical	24	18	8	1
Public Hazard - Other	7	10	4	0
Activated Alarm - CO	10	10	4	1
Activated Alarm - Smoke	18	8	2	0
Activated Alarm - False	8	13	20	8
Aid - DNETV Station Assist	6	3	4	0
Aid - Lanark County / Other Mutual Aid	6	19	11	3
Burning Complaint	12	11	14	4
	163	163	144	46

**Emergency Response Calls South Sherbrooke Station
as at January 14, 2025**

DNETV - South Sherbrooke Station Type of Response	Call Year 2022	Call Year 2023	Call Year 2024	To Date 2025
Fire - Structure	4	4	0	0
Fire - Bush / Grass	5	3	3	0
Fire - Vehicle	0	0	0	1
Fire - Other	2	2	1	0
Rescue - Motor Vehicle Accident	5	6	10	1
Rescue - Water / Ice	1	2	1	0
Rescue - Other	0	1	2	2
Medical Assist	14	14	8	3
Public Hazard - Power Lines / Electrical	6	2	2	0
Public Hazard - Other	1	2	1	0
Activated Alarm - CO	2	0	1	0
Activated Alarm - Smoke	2	1	0	0
Activated Alarm - False	0	3	2	0
Aid - DNETV Station Assist	5	7	4	6
Aid - Lanark County / Other Mutual Aid	1	5	5	1
Burning Complaint	1	2	4	1
	49	54	44	15



	2022	2023	2024	2025
Fires	40	40	31	14
Technical Rescues	32	40	57	12
Medical Assists	31	23	16	10
Alarms	40	34	32	9
Public Hazards	38	32	15	1

2023/2024 Fire Permits

Number of Residential Fire Permits registered between December 1, 2023 - November 30, 2024	1548
Number of Agricultural Fire Permits registered between December 1, 2023 - November 30, 2024	770
Total:	2,318

2024/2025 Fire Permits as at January 20, 2025

Number of Residential Fire Permits registered between December 1, 2024 – January 20, 2025	305
Number of Agricultural Fire Permits registered between December 1, 2024 – January 20, 2025	338
Total:	643

2023/2024 Call Log

2,745 calls between December 1, 2023 - November 30, 2024
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2024/2025 Call Log as at January 20, 2025

442 calls between December 1, 2024 – January 20, 2025
