

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, April 3rd, 2025

6:00 p.m.

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

Training Room

ATTENDANCE:

Members Present:

Chair, Councillor Ray Scissons
Vice-Chair, Marilyn Thomas
Councillor John Matheson
Councillor Paul Coutts
Councillor Wayne Baker
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 6:00 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Addition under Business: Emergency Response Calls as of March 31st, 2025
- ii) Addition under Business: 2024/2025 Firefighter Hours & Pay Update as of March 16th, 2025

The Agenda was adopted as amended.

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

None at this time.

4. APPROVAL OF MINUTES

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

RESOLUTION #FB-2025-10

MOVED BY: Marilyn Thomas

SECONDED BY: Greg Hallam

“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.”

ADOPTED

- ii) **Minutes – January 30th, 2025.**

RESOLUTION #FB-2025-11

MOVED BY: John Matheson

SECONDED BY: Paul Coutts

“THAT, the minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board meeting held on January 30, 2025 be approved as presented.”

ADOPTED

- iii) **Minutes – Confidential – January 30th, 2025 - Identifiable Individual – Personnel Issues.**

RESOLUTION #FB-2025-12

MOVED BY: John Matheson

SECONDED BY: Paul Coutts

“THAT, the confidential minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting (Closed Session – Identifiable Individual – Personnel Issues) held on January 30th, 2025 be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

- i) **Jessica Rothwell (KPMG LLP): 2024 Audit.**

RESOLUTION # FB-2025-13

MOVED BY: Marilyn Thomas
SECONDED BY: Greg Hallam

“THAT, the 2024 audited financial statements for the Drummond/North Elmsley Tay Valley Fire Rescue be adopted as presented.”

ADOPTED

6. BUSINESS

- i) **Auditor Appointment.**

RESOLUTION # FB-2025-14

MOVED BY: John Matheson
SECONDED BY: Paul Coutts

“THAT, KMPG LLP be appointed to complete the 2025 Audit for the Drummond/North Elmsley Tay Valley Fire Rescue.”

ADOPTED

- ii) **2024 Surplus/Deficit Allotment.**

The Fire Board reviewed the surplus/deficit amounts from the 2024 audit and the current amounts in reserves – *attached pages 7-9*.

RESOLUTION # FB-2024-15

MOVED BY: Wayne Baker
SECONDED BY: John Matheson

“THAT, the \$2,870.00 surplus from the 2024 Administration budget be transferred to the Administration Reserve;

THAT, the -\$100,108.00 deficit from the 2024 BBD&E Station budget be transferred from the BBD&E Apparatus Reserve;

THAT, \$10,000.00 of the surplus from the 2024 South Sherbrooke Station budget be transferred to the South Sherbrooke Honorarium/Recruit Reserve, and \$43,649.00 of the surplus from the 2024 South Sherbrooke Station budget be transferred to the South Sherbrooke Apparatus Reserve;

AND THAT, the -\$336.00 deficit from the 2024 Smiths Falls Fire Agreement budget be transferred from the Smiths Falls Fire Agreement Reserve.”

ADOPTED

iii) **Fire Protection Grant.**

RESOLUTION # FB-2025-16

MOVED BY: Greg Hallam

SECONDED BY: Paul Coutts

“THAT, the Fire Board move forward with the purchase and installation of a professional cleaning and decontamination unit from Canadian Safety Equipment;

AND THAT, the expenses not covered through the 2024 Fire Protection Grant be expensed from the BBD&E Equipment Reserve (the amount expensed from the BBD&E Equipment reserve will be \$45,282.30) and BBD&E Building Reserve (the amount expensed from the BBD&E Building Reserve will be \$30,244.45).”

ADOPTED

Item 6 vi) was discussed next.

iv) **Deputy Fire Chief Update.**

TRAINING

- Testing of the internal Pump Ops course next weekend, April 13th, 2025.
- Have been given the opportunity to use a house that is being remodeled for training end of April as well as a commercial building that is due for demolition.

PREVENTION

- Thanks to DNE for the invite to speak at the Agriculture Lunch last week. I talked about fire permits as well as thought of having fire extinguishers in farm machinery. Since the talk we have had multiple residents log in and sign up for the updated permit system.

v) **Fire Chief Update.**

- BBDE calls to date: 80, last year at this time: 50.
- SS calls to date: 23, last year at this time: 19.
- There have been a few firefighters announce that they are resigning from the Fire Department.
- Fire Chief G. Saunders attended the Fire Coordinator’s Conference last week.
- Work has started on this years capital projects including bodywork on 340, purchasing nozzles and a purchasing a trailer for ice water rescue equipment.

- vi) **Emergency Response Calls as of March 31st, 2025 – *attached page 10.***

RESOLUTION # FB-2025-17

MOVED BY: Marilyn Thomas
SECONDED BY: Greg Hallam

“THAT, the 2024/2025 Emergency Response Calls as of March 31st, 2025 be received for information.”

ADOPTED

- vii) **2023/2024 Firefighter Hours & Pay Update as of March 16th, 2025 – *attached page 11.***

RESOLUTION # FB-2025-18

MOVED BY: Paul Coutts
SECONDED BY: Wayne Baker

“THAT, the 2024/2025 Firefighter Hours & Pay Update as at March 16th, 2025 be received for information.”

ADOPTED

Item 6 iv) was discussed next.

7. NEW/OTHER BUSINESS

None.

8. IN-CAMERA

None.

9. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: To be determined.

10. DEFERRED ITEMS

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

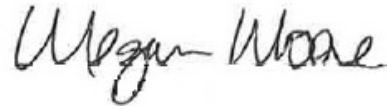
- *None at this time.*

11. ADJOURNMENT

The Board adjourned at 7:30 p.m.



Ray Scissons, Fire Board Chair



Megan Moore, Recording Secretary

BUSINESS



Administration Reserves

Reserve	Reserve Amounts End of 2024 (Audited)	2025 Additions / Withdrawals to/from Reserve	2025 Total Reserves
Administration	\$160,096 (\$157,226 + \$2,870.00 surplus)	-\$15,000 (New Phone System - 2025 budget)	\$145,096.00



BBD&E Reserves

Reserve	Reserve Amounts End of 2024 (Audited)	2025 Additions / Withdrawals to/from Reserve	2025 Total Reserves
BBD&E - Contingency	\$75,000	N/A	\$75,000
BBD&E - Equipment	\$158,346	+\$18,720 (Transfer to reserves - 2025 budget) -\$9,000 (Hose appliances - 2025 budget) -\$45,282.30 (Professional Cleaning & Decontamination Unit)	\$122,784
BBD&E - Apparatus	\$244,010 (\$344,118 - \$100,108 deficit)	+\$101,660 (Transfer to reserves - 2025 budget) +\$55,000 (Transfer from Working funds reserve) -\$11,000 (Ice Water Rescue Trailer - 2025 budget) -\$6,000 (Rescue 340 Body Work - 2025 budget)	\$383,670
BBD&E – Personal Protective Equipment	\$38,223	+\$14,000 (Transfer to reserves - 2025 budget) -\$12,240 (2025 bunker gear/PPE purchase)	\$39,983



BBD&E Reserves

Reserve	Reserve Amounts End of 2024 (Audited)	2025 Additions / Withdrawals to/from Reserve	2025 Total Reserves
BBD&E - Building	\$283,422	+\$30,000 (Transfer to reserves - 2025 budget) -\$30,244.45 (Professional Cleaning & Decontamination Unit)	\$283,177
BBD&E – Recruit/Honorarium	\$25,000	+\$5,000 (Transfer to reserves - 2025 budget) -\$16,700 (New Recruit x4 - 2025 budget)	\$13,300
BBD&E – Dry Hydrants	\$10,000	+\$2,000 (Transfer to reserves - 2025 budget)	\$12,000



South Sherbrooke Reserves

Reserve	Reserve Amounts End of 2024 (Audited)	2025 Additions / Withdrawals to/from Reserve	2025 Total Reserves
South Sherbrooke - Contingency	\$50,000	N/A	\$50,000
South Sherbrooke – Equipment	\$109,804	+\$13,000 (Transfer to reserves - 2025 budget) -\$9,000 (Hose Appliances - 2025 budget)	\$113,804
South Sherbrooke – Apparatus	\$271,879 (\$228,230 + \$43,649 surplus)	+\$79,560 (Transfer to reserves - 2025 budget)	\$351,439
South Sherbrooke – Personal Protective Equipment	\$28,676	+\$5,616 (Transfer to reserves - 2025 budget) -\$2,060 (Personal Protective Equipment - 2025 budget)	\$32,232



South Sherbrooke Reserves

Reserve	Reserve Amounts End of 2024 (Audited)	2025 Additions / Withdrawals to/from Reserve	2025 Total Reserves
South Sherbrooke - Building	\$40,000	+\$20,000 (Transfer to reserves - 2025 budget) -\$7,500 (Training Center - 2025 budget)	\$52,500
South Sherbrooke – Recruit Honourarium	\$25,000 (\$15,000 + \$10,000 surplus)	+\$5,000 (Transfer to reserves - 2025 budget) -\$15,000 (New Recruit x3 - 2025 budget)	\$15,000
South Sherbrooke – Dry Hydrant	\$9,698	+\$2,000 (Transfer to reserves - 2025 budget)	\$11,698



Smiths Falls Fire Service Agreement Reserves

Reserve	Reserve Amounts End of 2024 (Audited)	2025 Additions / Withdrawals to/from Reserve	2025 Total Reserves
Smiths Falls Fire Service Agreement	\$24,431 (\$24,767 - \$336.00 deficit)	N/A	\$24,431

Review of Emergency Response Calls
Nov. 1/24 – Mar. 31/25
BBDE Station

Fire – Structure	6
Fire – Brush / Grass	6
Fire – Vehicle	4
Fire – Other	9
Rescue – Motor Vehicle Accident	14
Rescue – Water / Ice	2
Rescue – Other	0
Medical Assist	10
Public Hazard – Power Lines / Electrical	1
Public Hazard – Other	1
Activated Alarm – CO	1
Activated Alarm – Smoke	5
Activated Alarm – False	8
Aid – DNETV Station Assist	3
Aid – Lanark County / Other Mutual Aid	7
Burning Complaint	3
TOTAL:	80

Review of Emergency Response Calls
Nov. 1/24 – Mar. 31/25
South Sherbrooke Station

Fire – Structure	3
Fire – Brush / Grass	1
Fire – Vehicle	1
Fire – Other	2
Rescue – Motor Vehicle Accident	2
Rescue – Water / Ice	0
Rescue – Other	0
Medical Assist	4
Public Hazard – Power Lines / Electrical	0
Public Hazard – Other	1
Activated Alarm – CO	0
Activated Alarm – Smoke	0
Activated Alarm – False	0
Aid – DNETV Station Assist	6
Aid – Lanark County / Other Mutual Aid	1
Burning Complaint	2
TOTAL:	23



2025 FIREFIGHTER HOURS & PAY UPDATE
November 1, 2024 to March 16, 2025

STATION		PAY	COMMENTS
BBD&E STATION			
Fire Department Activities		\$ 1,834.38	
Maintenance		\$ 1,683.87	
Training		\$ 16,444.47	
Response Attendance		\$ 59,165.04	
Honorariums			
Station Chief		\$ 6,000.00	
Training Officer		\$ 3,000.00	
Senior Officer		\$ 3,500.00	
Captains		\$ 15,000.00	
On Call		\$ 7,095.00	estimate (last year's total)
Truck/Inventory Checks		\$ 6,319.32	estimate (last year's total)
Instructor Pre/Post Training Hours		\$ 2,407.34	estimate (last year's total)
Total		\$ 122,449.42	
TOTAL		\$ 122,449.42	Amt Budgeted: \$221,176.00
Vacation Pay		\$ 10,883.95	estimate (last year's total)
	Total:	\$ 133,333.37	Balance of: \$87,842.63

2025 FIREFIGHTER HOURS & PAY UPDATE
November 1, 2024 to March 16, 2025

STATION		PAY	COMMENTS
SOUTH SHERBROOKE STATION			
Fire Department Activities		\$ 3,406.18	
Maintenance		\$ 448.17	
Training		\$ 21,166.71	
Response Attendance		\$ 15,213.74	
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		\$ 3,751.89	estimate (last year's total)
Instructor Pre/Post Training Hours		\$ 819.52	estimate (last year's total)
Total		\$ 60,491.21	
TOTAL		\$ 60,491.21	Amt Budgeted: \$91,829.00
Vacation Pay		\$ 3,878.60	estimate (last year's total)
	Total:	\$ 64,369.81	Balance of: \$27,459.19