

# **DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES**

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**Thursday, June 19<sup>th</sup>, 2025**

**6:00 p.m.**

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

**Training Room**

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## **ATTENDANCE:**

### **Members Present:**

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

### **Staff Present:**

Cathy Ryder, CAO/Clerk Drummond/North Elmsley  
Township (left at 6:16 p.m.)  
Amanda Mabo, CAO/Clerk Tay Valley Township (left at 6:16  
p.m.)  
Janie Laidlaw, Deputy Clerk Drummond/North Elmsley  
Township (left at 6:16 p.m.)  
Greg Saunders, Fire Chief  
Darren Gibson, Deputy Fire Chief  
Megan Moore, Recording Secretary

### **Members & Staff Absent:**

None.

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## **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 New/Other Business: Probationary Firefighters for BBD&E Station

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 – April 3, 2025.**

**RESOLUTION # FB-2025-19**

**MOVED BY:** John Matheson

**SECONDED BY:** Marilyn Thomas

**“THAT**, the minutes of the Fire Board meeting held on April 3, 2025 be approved as presented.”

**ADOPTED**

Item 8 was discussed next.

**5. DELEGATIONS & PRESENTATIONS**

None.

**6. BUSINESS**

i) **2024/2025 Emergency Response Calls as of June 9, 2025.**

**RESOLUTION # FB-2025-22**

**MOVED BY:** Paul Coutts

**SECONDED BY:** Greg Hallam

**“THAT**, the 2024/2025 Emergency Response Calls as of June 9, 2025 be received for information.”

**ADOPTED**

ii) **2024/2025 Firefighter Honorariums Update as at May 31, 2025.**

**RESOLUTION # FB-2025-23**

**MOVED BY:** Wayne Baker

**SECONDED BY:** Marilyn Thomas

**“THAT**, the 2024/2025 Firefighter Honorariums Update as at May 31, 2025 be received for information.”

**ADOPTED**

- iii) **Financial Status Update as at November 5<sup>th</sup>, 2024.**

**RESOLUTION # FB-2025-24**

**MOVED BY:** Greg Hallam

**SECONDED BY:** Paul Coutts

**“THAT**, the Financial Status Update as at May 31<sup>st</sup>, 2025 be received for information.”

**ADOPTED**

- iv) **Fire Chief Update.**

- Calls to date BBD&E Station: 114, same time last year: 70
- Calls to date South Sherbrooke Station: 28, same time last year: 26
- BBD&E Station Captain Earl Code recently retired with 28 years of service; BBD&E Station Firefighter Aidan Ryan recently retired with 31 years of service
- South Sherbrooke Station is looking to hire new recruits before the end of the year
- There is a Captain's Competition for two (2) captains for South Sherbrooke Station and one (1) captain for BBD&E Station
- Members of South Sherbrooke Station attended the Glen Tay School Funfair last week. The Fire Chief and Deputy Fire Chief are scheduled to attend the Funfair at Drummond Central School and members of BBD&E Station will attend the Funfair for North Elmsley School.
- Most of the capital items have been purchased/completed/ordered

- v) **Deputy Fire Chief Update – *attached pages 7-14.***

- Deputy Chief D. Gibson presented two (2) reports to the Fire Board.

**7. NEW/OTHER BUSINESS**

- i) **Probationary Firefighters for BBD&E Station.**

**RESOLUTION # FB-2025-25**

**MOVED BY:** Marilyn Thomas

**SECONDED BY:** John Matheson

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

- Justin Dowdall
- Sam Gilbertson

Effective May 21<sup>st</sup>, 2025.”

**ADOPTED**

**8. IN-CAMERA**

- i) **CONFIDENTIAL: Identifiable Individual – Organizational Restructuring.**

**RESOLUTION #FB-2025-20**

**MOVED BY:** John Matheson  
**SECONDED BY:** Paul Coutts

**“THAT,** the Board move “in camera” at 6:03 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding organizational restructuring;

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

**ADOPTED**

**RESOLUTION #FB-2025-21**

**MOVED BY:** Greg Hallam  
**SECONDED BY:** Marilyn Thomas

**“THAT,** the Board return to an open session at 6:14 p.m.”

**ADOPTED**

The Chair rose and reported that the Fire Board directed the CAO’s of both Township’s to present the same report to their Council’s for consideration.

The Drummond/North Elmsley Township CAO/Clerk and Deputy Clerk and Tay Valley Township CAO/Clerk left at 6:16 p.m.

Item 6 i) was discussed next.

**9. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS**

Next Meeting: TBD.

**10. DEFERRED ITEMS**

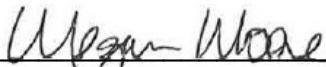
*\*The following items will be discussed at the next and/or future meeting:*

- *None at this time.*

**11. ADJOURNMENT**

The Board adjourned at 7:30 p.m.

  
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Ray Scissons, Fire Board Chair

  
\_\_\_\_\_  
Megan Moore, Recording Secretary

# **BUSINESS**



**REPORT ON 2025  
RECRUIT FIREFIGHTER COSTS FOR  
BBDE AND SOUTH SHERBROOKE  
STATIONS**

## **RECAP**

- In the fall of 2024, there was a total of 8 new recruits hired for DNETV. 4 for the BBDE station and 4 for the SS Station.
- One recruit in each station arrived already possessing their mandatory certification levels (FF1, Hazmat, and FF2)
- The 6 remaining recruits were sent to the Lanark County Recruit Program at the Ontario Fire College Regional Training Center (RTC) in Mississippi Mills.

## **MM-RTC RECRUIT TRAINING DATES**

- 10 weekends in total spanning the months of January to May 2025
  - Jan 3,4,5
  - Jan 10,11,12
  - Jan 24,25,26
  - Feb 7,8,9
  - Feb 21,22,23
  - Mar 7,8,9
  - Mar 21,22,23
  - Apr 4,5,6
  - Apr 25,26,27
  - May 2,3,4
- Each weekend consisted of 20 hours in class including a Friday night, Saturday morning and afternoon, as well as a Sunday morning and afternoon
- A total of 200 hours in class plus the addition travel time and PPE cleanup. The average time for each student was approximately 235 hours (chart on next page)



## ACTUAL RECRUIT TIME TRACKING CHART

	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Jan	Feb	Feb	Feb	Feb	Feb	Feb	
	3	4	5	10	11	12	24	25	26	7	8	9	21	22	23	
SS Recruit # 1	6.5	10	11.5	6	11.5	10.5	5.5	11	10.5	5.5	4	10.5	5	10.5	11	129.5
SS Recruit # 2	6.5	10	11.5	6	11.5	10.5	5.5	11	10.5	5.5	10.5	10.5	5	10.5	11	136.0
SS Recruit # 3	6.5	10	11.5	6	11.5	10.5	5.5	11	10.5	5.5	10.5	10.5	5	10.5	11	136.0
BBDE Recruit # 1	5	9	10	5	10.5	9	4.5	10.5	9.5	4	10	10	4.5	10.5	11	123.0
BBDE Recruit # 2	5	9	10	5	10.5	9	4.5	10.5	9.5	4	10	10	4.5	10.5	11	123.0
BBDE Recruit # 3	5	9	10	5	10.5	9	4.5	10.5	9.5	4	10	10	4.5	10.5	11	123.0
	Mar	Mar	Mar	Mar	Mar	Mar	Apr	Apr	Apr	Apr	Apr	Apr	Apr	May	May	May
SS Recruit # 1	7	8	9	21	22	23	4	5	6	25	26	27	2	3	4	
SS Recruit # 2	6	8.5	6	5	10.5	11	5.5	8.5	6.5	5	10.5	9	5	10	5	112.0
SS Recruit # 3	6	8.5	6	5	10.5	11	5.5	8.5	6.5	5	10.5	9	5	10	5	112.0
BBDE Recruit # 1	6	8.5	6	5	10.5	11	5.5	8.5	6.5	5	10.5	9	5	10	5	112.0
BBDE Recruit # 2	5	8.5	5	4	9.5	10	5	8	5.5	5	10	8	5	9	5	102.5
BBDE Recruit # 3	5	8.5	5	4	9.5	10	5	8	5.5	5	10	8	5	9	5	102.5
	5	8.5	5	4	9.5	10	5	8	5.5	5	10	8	5	9	5	102.5

## ACTUAL COSTS FOR RECRUIT TIME

	TOTAL	RATE		TOTAL		PER
	HRS			COST		STATION
SS Recruit # 1	241.5	19.23		\$4,644.05		
SS Recruit # 2	248.0	19.23		\$4,769.04		
SS Recruit # 3	248.0	19.23		\$4,769.04	SS	\$14,182.13
BBDE Recruit # 1	225.5	19.23		\$4,336.37		
BBDE Recruit # 2	225.5	19.23		\$4,336.37		
BBDE Recruit # 3	225.5	19.23		\$4,336.37	BBDE	\$13,009.10
	1414.0					
	235.7	AVERAGE				

- Note average time per of 235.7 hours at \$19.23 which is 75% of the wage for a normal firefighter training time
- Total cost for firefighter training time is:
  - \$14,182.13 for the SS Station
  - \$13,009.10 for the BBDE Station
    - Difference is for slightly longer travel time from Maberly to Almonte as opposed to Perth to Almonte.

## **COSTS FOR THE COURSES THEMSELVES**

- The cost per firefighter charged by the RTC to host each course (includes lunches on Saturdays and Sundays)
  - Firefighter Level 1 - \$1605.00 (up from \$1,247.50 in 2023)
  - Hazmat - \$450.00 (up from \$320.00 in 2023)
  - Firefighter Level 2 - \$603.00 (up from \$535.97 in 2023)

	FF1	HAZ	FF2	
SS Recruit # 1	\$1,605.00	\$450.00	\$603.00	\$2,658.00
SS Recruit # 2	\$1,605.00	\$450.00	\$603.00	\$2,658.00
SS Recruit # 3	\$1,605.00	\$450.00	\$603.00	\$2,658.00
BBDE Recruit # 1	\$1,605.00	\$450.00	\$603.00	\$2,658.00
BBDE Recruit # 2	\$1,605.00	\$450.00	\$603.00	\$2,658.00
BBDE Recruit # 3	\$1,605.00	\$450.00	\$603.00	\$2,658.00
				\$15,948.00

## **TOTAL COST TO DNETV FOR 2025 RECRUIT TRAINING**

SS Training Cost	\$14,182.13
BBDE Training Cost	\$13,009.10
Course Cost	\$15,948.00
	\$43,139.23
per firefighter	\$7,189.87

## **WHAT WAS ALLOCATED**

Training Cost:

BBDE Recruit / Honorarium 2025 Reserve - \$16,700: \$13,009.10 to be spent

SS Recruit / Honorarium 2025 Reserve - \$15,000: \$14,182.13 to be spent

Course Cost:

BBDE External Training 2025 Budget - \$10,000: \$7,974 now spent from recruits

SS External Training 2025 Budget - \$7,500: \$7,974 now spent from recruits



**REPORT ON 2025  
DNETV NFPA 1002 Pump Operations  
OFC Learning Contract**

## RECAP

- Part of Ontario Regulation 343/22 on Firefighter Certification stated that all new firefighters hired after July 1, 2022 would need to be certified to NFPA 1002 Standard for Fire Apparatus Driver / Operator Professional Qualifications.
- DNETV Fire Rescue made a decision to upgrade all of the existing pump operators that have current OFC Pump Ops certification to the NFPA 1002 certification prior to the July 1, 2026 Certification deadline.
- In 2024 stated to investigate teaching the NFPA course in house via a Learning Contract with the Ontario Fire College and using members that are already certified to teach.
- Goal was to reduce costs by having the training on normal scheduled training nights that were to be already paid out as well as removing the Offsite Training costs and travel time.

## IF DONE EXTERNALLY THROUGH RTC

40 hrs Pre class	\$1,025.60
40 Hrs in Class	\$1,025.60
Travel Time	
5 days * 1.5 HR	\$192.30
Est Course Cost	\$450.00
Per FF	\$2,693.50
For 11 Total	\$29,628.50

### ACTUAL TIME TAKEN (online)

- As Adjunct Instructor through the OFC, Deputy Chief was able to monitor all online progress through the OFC Training Portal. On average it took approximately 20 hours per student to complete, and they were paid for that amount.
- 20 hours @ \$25.64 per hour = \$512.80 per FF
- \$512.80 x 11 FF = \$5,640.80

### ACTUAL TIME TAKEN (in class)

- The fact that we were dealing with mostly experienced operators that just needed training on the new changes from the OFC Pump Ops course to the NFPA Standards, we were able to adjust the Lesson Plans for each night accordingly. The total time in class is as follows:

	6:30 - 10:00	6:30 - 9:00	6:30 - 9:00	7:00 - 9:00	6:30 - 9:00	5:00 - 7:00	8:00 - 4:00	8:00 - 4:00	TOTAL	In Class
	05-Mar	12-Mar	19-Mar	26-Mar	01-Apr	09-Apr	12-Apr	13-Apr		
Student # 1	3.5	2.5	2.5	2.0	2.5	0.0	0.0	5.0	18.0	\$461.52
Student # 2	3.5	2.5	2.5	2.0	2.5	2.0	5.0	5.0	25.0	\$641.00
Student # 3	3.5	2.5	2.5	2.0	0.0	2.0	4.0	5.0	21.5	\$551.26
Student # 4	3.5	2.5	2.5	2.0	0.0	2.0	5.0	5.0	22.5	\$576.90
Student # 5	3.5	2.5	2.5	2.0	2.5	2.0	5.0	5.0	25.0	\$641.00
Student # 6	3.5	2.5	0.0	2.0	2.5	2.0	5.0	5.0	22.5	\$576.90
Student # 7	0.0	2.5	2.5	2.0	2.5	2.0	2.0	5.0	18.5	\$474.34
Student # 8	3.5	2.5	2.5	2.0	2.5	2.0	5.0	5.0	25.0	\$641.00
Student # 9	3.5	2.5	0.0	2.0	2.5	2.0	5.0	5.0	22.5	\$576.90
Student # 10	3.5	2.5	2.5	2.0	2.5	2.0	2.5	5.0	22.5	\$576.90
Student # 11	3.5	2.5	2.5	2.0	2.5	2.0	4.5	5.0	24.5	\$628.18
Instructor # 1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Instructor # 2	3.5	2.5	2.5	2.0	2.5	2.0	5.0	5.0	25.0	\$641.00
Instructor # 3	3.5	2.5	2.5	2.0	2.5	0.0	0.0	5.0	18.0	\$461.52
										\$7,448.42

## IN SUMMARY

- Actual costs for online and in class sessions
  - $\$7448.42 + \$5,640.80 = \$13,089.22$
- Costs if done through externally RTC = \$29,628.50

## CONS

- Approximately 50-60 hours of time put in by Deputy Chief to:
  - Prepare and Submit Learning Contract Application
  - Monitor and assist in Online training
  - Create Lesson Plans
  - Attend in class sessions
  - Attend test date
  - Compile and submit all marks from online and in class quizzes as well as OFC Test scores

## PROS

- Cost savings of \$16,539.28
- Experience in running the course and the confidence to host future ones for the rest of DNETV Fire Rescue
- ALL STUDENTS PASSED!

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