

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, November 27th, 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 Paul Coutts
Councillor Greg Hallam
Councillor Wayne Baker
Councillor John Matheson

Staff Present:

Greg Saunders, Fire Chief
Darren Gibson, Deputy Fire Chief
Megan Moore, Recording Secretary

Members & Staff Absent:

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 – October 6, 2025.**

RESOLUTION # FB-2025-36

MOVED BY: John Matheson
SECONDED BY: Paul Coutts

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting held on October 6th, 2025 be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

- i) **Delegation: 2025 Safe Community Project Zero.**

A representative from Enbridge presented the Fire Board with 186 combination smoke and carbon monoxide alarms provided by Safe Community Project Zero. Safe Community Project Zero is a public education campaign funded through Enbridge and the Fire Marshal’s Public Fire Safety Council (FMPFSC) that will provide more than 14,200 alarms to residents in 75 communities across Ontario.

This year, Enbridge Gas invested \$450,000 in Safe Community Project Zero, and over the past 17 years, the program has provided more than 115,000 alarms to Ontario fire departments.

6. BUSINESS

- i) **Lanark Highlands Fire Service Agreement – *attached, page 8.***

The Fire Board reviewed and approved the draft updated Lanark Highlands Fire Service Agreement.

RESOLUTION # FB-2025-37

MOVED BY: Greg Hallam
SECONDED BY: Marilyn Thomas

“**THAT**, the Board approve the Lanark Highlands Fire Service Agreement and the document be sent to both Townships for further review and council approval.”

ADOPTED

- ii) **Fire Protection Grant Update.**

Members were informed that:

- the grant application period closed on September 30, 2025
- results of the grant application should be available soon

RESOLUTION # FB-2025-38

MOVED BY: Wayne Baker
SECONDED BY: John Matheson

“**THAT**, the Fire Protection Grant Update be received for information.”

ADOPTED

- iii) **Volunteer Firefighter 2025 Christmas Gift Cards.**

RESOLUTION # FB-2025-39

MOVED BY: Marilyn Thomas
SECONDED BY: Greg Hallam

“**THAT**, the Volunteer Firefighter 2025 Christmas Gift Cards of \$40 each, be approved.”

ADOPTED

- iv) **2024/2025 Emergency Response Calls as of October 31, 2025 – *attached, pages 11.***

RESOLUTION # FB-2025-40

MOVED BY: Marilyn Thomas
SECONDED BY: Wayne Baker

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

ADOPTED

- v) **2024/2025 Firefighter Honorariums Update.**

RESOLUTION # FB-2025-41

MOVED BY: Greg Hallam
SECONDED BY: Marilyn Thomas

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

ADOPTED

- vi) **Financial Status Update as of November 20, 2025.**

RESOLUTION # FB-2025-42

MOVED BY: John Matheson
SECONDED BY: Paul Coutts

“**THAT**, the Financial Status Update as of November 20, 2025 be received for information.”

ADOPTED

Item 6 viii) was discussed next.

vii) **Deputy Fire Chief Update.**

PREVENTION

- Annual Vulnerable Occupancies drills and inspections underway.
- Visited Glen Tay School on Nov 26 and spent time in each classroom discussing fire safety

TRAINING

- All of the newly appointed officers have completed their mandatory NFPA 1041 Instructor 1 and NFPA 1021 Officer 1 courses.
- DZ licencing scheduled to start Jan 24/25 for new firefighters
- DC will be taking IMS 300 course next week at the County.
- Lanark County Recruit program starts Jan 2,3,4 – possible 6-7 attending

MISC

- Attended the OAFCA AGM last week in Niagara Falls. New Health and Safety info as well updates to Mandatory Training and Firefighter Health and Wellness
- Schedule to have Dr Manuela Joannuu talk Mental Health Awareness with this year and last years recruits with their families on Jan 21.
- Moving forward increased Mental Health Awareness to current firefighters as well as an increased level for officers.

viii) **Fire Chief Update.**

- The new call year started November 1; BBD&E Station has already responded to 15 calls and South Sherbrooke Station has responded to 5 calls
- Firefighters will be paid on December 4, 2025
- Mutual Aid activations are up with a total 36 of calls in Lanark County so far this year
- A third-party consultant has been hired to complete a review of the Lanark County Rescue Services Program. They are recommending that the program remain status quo or possibly the program be enhanced in the future. Enhancements might include having each Rescue unit specialize in a certain type of rescue services (e.g. silo rescue, trench rescue, confined space, etc.) Currently municipalities in Lanark County depend on Ottawa providing these services if required. A presentation will be presented to County Council next week. Enhancements could pose a potential costing increases for Fire Department's who house the units. Additional training would be required and there is possibility of more calls (not a lot but a few). Additional costing would need to be reviewed by all parties.
- The BBD&E Firefighter's Association would like to thank the Fire Board for allowing them to use the fire hall to host their annual Christmas party. The South Sherbrooke Firefighters Association will be having their Christmas party at the Maberly hall next weekend.

- Recruitment is ongoing, currently looking at hiring three individuals at both stations. There may be some individuals placed on a waiting list for BBD&E Station. The recruits will start the Lanark County Recruit Training Program January 2, 2026. Last year's recruits will start training to obtain their DZ licences in the new year.
- The kids McDonald's fire prevention lunch took place during Fire Prevention Week.
- There is a new radio frequency available for all fire departments to use in Lanark County.
- The fire department, and both BBD&E and South Sherbrooke Firefighter Associations donated funds to purchase another sea-can for the training centre in Maberly. The Township's public works crew assisted with leveling the pad and a Crain is coming in the next couple of days to move the sea-can into position.
- Senior Officer Richard LeeFlang has reached 50 years of service with our fire department. We will plan for him to attend a Fire Board meeting in the new year to receive recognition for his 50 years of service.

Item 6 vii) was discussed next.

7. NEW/OTHER BUSINESS

None.

8. IN-CAMERA

None.

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:*

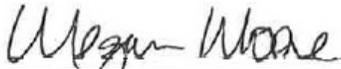
- *None at this time.*

11. ADJOURNMENT

The Board adjourned at 7:30 p.m.

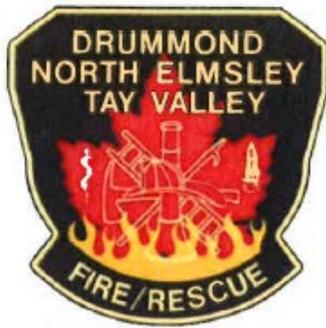


 Ray Scissons, Fire Board Chair



 Megan Moore, Recording Secretary

BUSINESS



**REPORT BY: FIRE CHIEF GREG
SAUNDERS**

**LANARK HIGHLANDS FIRE
PROTECTION AGREEMENT**

RECOMMENDATION(S):

“THAT, the Board approve the Lanark Highlands Fire Service Agreement and the document be sent to both Townships for further review and council approval.”

1. BACKGROUND

On December 10, 2013 Tay Valley Township Council approved By-law 2013-079, authorizing a Fire Protection Agreement (Automatic Aid) with the Township of Lanark Highlands. Subsequently, on January 2, 2014, Drummond/North Elmsley Township Council approved By-law 2013-059, authorizing a Fire Protection Agreement (Automatic Aid) with the Township of Lanark Highlands.

Lanark Highlands Fire Service currently provides automatic aid (fire protection services) to 471 properties in the Drummond/North Elmsley Township and 485 properties in Tay Valley Township.

In early 2025 Drummond/North Elmsley Tay Valley Fire Rescue and Lanark Highlands Fire Service started drafting a new Fire Protection Agreement with the goal of having it approved prior to 1 January 2026.

2. DISCUSSION

Drummond/North Elmsley Tay Valley Fire Rescue Staff met with the Fire Chief of Lanark Highlands Fire Service to discuss changes/updates to the Fire Protection Agreement.

The draft 2026 agreement is attached to this report. **Table 1** highlights some of the changes made from the previous agreement.

Table 1: Summary of Agreement Changes (2014 to Draft 2026)

Part /Section	Description	Change
1.	Definitions	Changes were made to key terms included in the agreement
2.	Levels of Service	Staff provided a table instead of a written paragraph. Key changes: <ul style="list-style-type: none">• Simultaneous response from DNETV for Water / Ice incidents and motor vehicle accidents with people trapped or uncertain if people are trapped.• Response for extrication, ice/water, and HazMat consistent with LHFS Establishing and Regulating By-law. No LHFS Response for: <ul style="list-style-type: none">• Assistance to Police• Public Assistance• Burning complaints

3.1	Term of Agreement	1 January 2026 to 31 December 2030 (5 years) with automatic one-year renewals
3.3	Operational Changes	Fire Chiefs are authorized to update operations in Table 1 as required.
4.1	Vehicle Response	Previous agreement required one pumper, one tanker, and one equipment van. New agreement allows LHFS to respond with the appropriate number of apparatus and personnel.
4.1.1	Calls exceeding 1 hour	LHFS can request DNETV response for any call expected to exceed one hour. Example, tree on hydro line with a two-hour Hydro One estimated time of arrival.
7	Insurance	Insurance recommendations were made by Lanark Highlands' Insurance Company. The main change made was to coverage amounts.
18.1	Fee for Service	<ul style="list-style-type: none"> • Previous agreement: \$10,000 (\$5,000 per Township) • New Agreement: \$14,000 (\$7,000 per Township)
18.2	Increase	<ul style="list-style-type: none"> • Previous Agreement: no increase • New Agreement: Year increased based on Consumer Price Index, all items, for Ottawa/Gatineau. Will be adjusted based on November to November of the previous year.
18.3	Excessive Call Volume	LHFS has included a clause for excessive call volume. Calculation utilizes the past five-year average (with a minimum of 13 calls). Calls beyond this threshold would be invoiced back to the appropriate Township.

Table 2: Call Volume 2020-2025

DNETV Fire Protection Area			
Year	Tay Valley	Drummond North Elmsley	DNETV Total
2020	2	3	5
2021	2	9	11
2022	7	10	17
2023	2	8	10
2024	12	3	15
2025	8	5	13

Similar agreements used by neighbouring municipalities were collected and reviewed to ensure all relevant components were included. The agreement incorporates an automatic annual increase and includes a clause to safeguard against excessive call volumes.

All costing in the draft agreement was created based on actual costs for Lanark Highlands to attend the DNETV Fire Protection coverage area over the past five years.

This agreement has been passed by Lanark Highlands Township Council and once it is approved by the Fire Board it will be presented to both Drummond/North Elmsley Township & Tay Valley Township (prior to 1 January 2026).

3. FINANCIAL IMPLICATIONS

If approved by all municipalities, this agreement will result in an increase cost of \$2,000 per Township (\$4,000 total). This expense was incorporated into the draft 2026 fire department budget.

4. OPTIONS CONSIDERED

Option 1 (recommended): The Fire Board approve the draft Lanark Highlands Fire Protection agreement as presented and the document be forwarded to both Townships for further review and Council approval.

Option 2: The Fire Board does not approve the draft Lanark Highlands Fire Protection agreement as presented.

5. STRATEGIC PRIORITIES

- Master Fire Plan – Review of Fire Service Agreements

6. RELEVANT LEGISLATION AND POLICIES

- Fire Protection and Prevention Act
- Municipal Act

7. OTHERS CONSULTED

- Lanark Highlands Fire Chief
- Megan Schooley, McDougall Insurance Brokers Ltd.

8. ATTACHMENTS

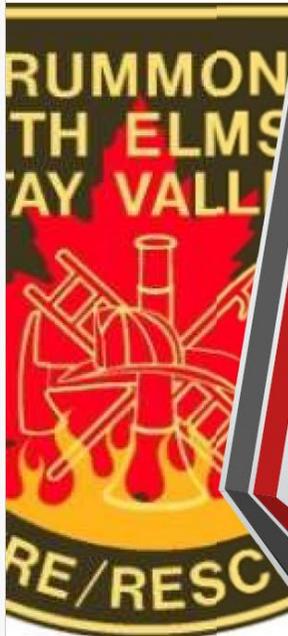
- Draft Fire Protection Agreement

Prepared By: Greg Saunders, Fire Chief



DNETV FIRE RESCUE

2025 INCIDENTS – DATA ANALYSIS BREAKDOWN

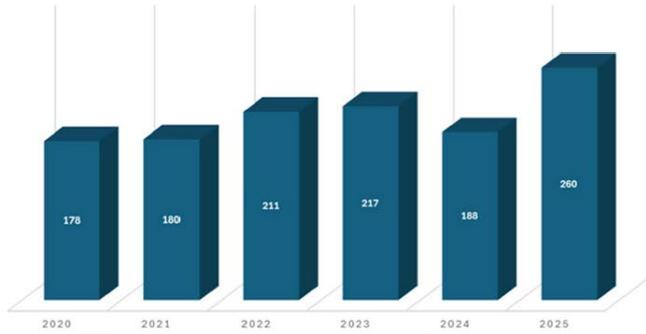


DNETV TOTAL CALLS – 2025

- **BBDE – 194**
 - Up from 144 calls in 2024 for increase of 34.7%
 - 5-year average was 154
- **South Sherbrooke – 66**
 - Up from 44 calls in 2024 for increase of 50%
 - 5-year average was 41



**DNETV CALLS PER YEAR
2020 TO 2025**



Call Year	BBDE	SS	Total
2020	155	23	178
2021	144	36	180
2022	163	48	211
2023	163	54	217
2024	144	44	188
2025	194	66	260

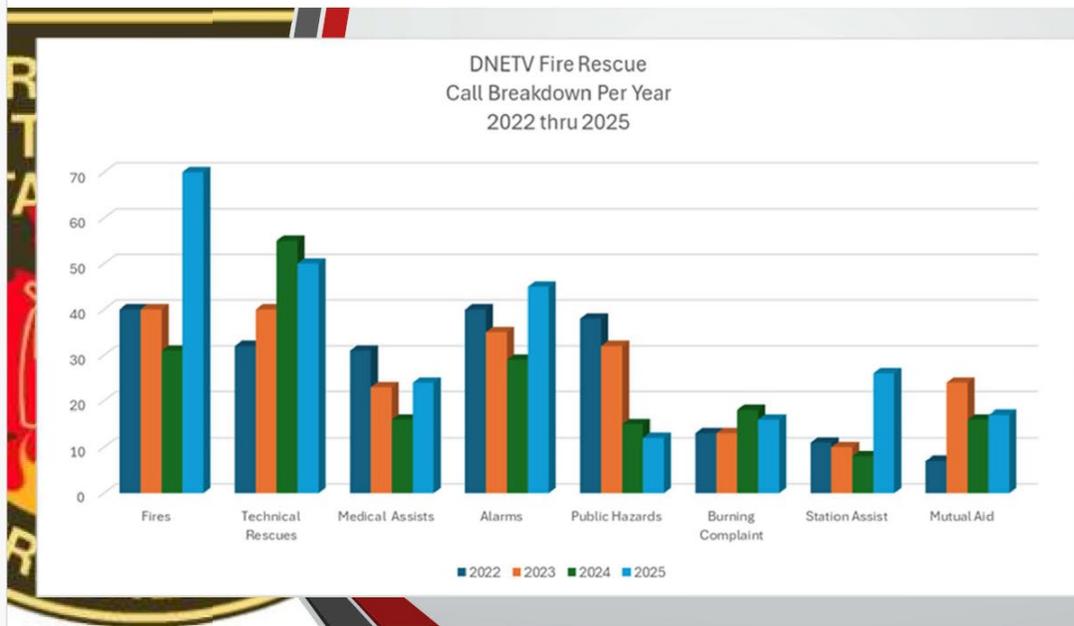


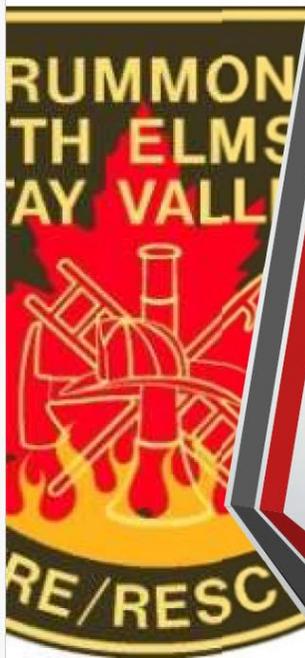
BBDE Station

FIRE - Structure	12
FIRE - Brush / Grass	23
FIRE - Vehicle	9
FIRE - Other (Chimney / Electrical / Lightning)	13
RESCUE - MVC	35
RESCUE - Water / Ice	2
RESCUE - Other	1
AMBULANCE ASSIST	16
PUBLIC HAZARD - Power Lines	6
PUBLIC HAZARD - Other (Spills)	3
ACTIVATED ALARMS (Smoke / CO / False)	40
AID - DNETV Station Assist	8
AID - Lanark County / Other Mutual Aid	15
BURNING COMPLAINT	11
TOTAL	194

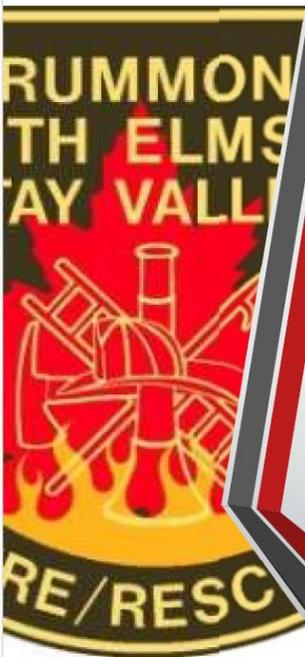


SS Station	
FIRE - Structure	3
FIRE - Brush / Grass	4
FIRE - Vehicle	2
FIRE - Other (Chimney / Electrical / Lightning)	4
RESCUE - MVC	10
RESCUE - Water / Ice	2
RESCUE - Other	0
AMBULANCE ASSIST	8
PUBLIC HAZARD - Power Lines	2
PUBLIC HAZARD - Other (Spills)	1
ACTIVATED ALARMS (Smoke / CO / False)	5
AID - DNETV Station Assist	18
AID - Lanark County / Other Mutual Aid	2
BURNING COMPLAINT	5
TOTAL	66





Overall Type of Response	Call Year 2022	Call Year 2023	Call Year 2024	Call Year 2025
Fire - Structure	10	15	6	15
Fire - Bush / Grass	14	11	9	27
Fire - Vehicle	8	11	11	11
Fire - Other	8	3	5	17
Rescue - Motor Vehicle Accident	25	32	46	45
Rescue - Water / Ice	3	5	3	4
Rescue - Other	4	3	6	1
Medical Assist	31	23	16	24
Public Hazard - Power Lines / Electrical	30	20	10	8
Public Hazard - Other	8	12	5	4
Activated Alarm - CO/Smoke/False	40	35	29	45
Aid - DNETV Station Assist	11	10	8	26
Aid - Lanark County / Other Mutual Aid	7	24	16	17
Burning Complaint	13	13	18	16
	212	217	188	260



DNETV - BBDE Station Type of Response	Call Year 2022	Call Year 2023	Call Year 2024	Call Year 2025
Fire - Structure	6	11	6	12
Fire - Bush / Grass	9	8	6	23
Fire - Vehicle	8	11	11	9
Fire - Other	6	1	4	13
Rescue - Motor Vehicle Accident	20	26	36	35
Rescue - Water / Ice	2	3	2	2
Rescue - Other	4	2	4	1
Medical Assist	17	9	8	16
Public Hazard - Power Lines / Electrical	24	18	8	6
Public Hazard - Other	7	10	4	3
Activated Alarm - CO/Smoke/False	36	31	26	40
Aid - DNETV Station Assist	6	3	4	8
Aid - Lanark County / Other Mutual Aid	6	19	11	15
Burning Complaint	12	11	14	11
	163	163	144	194



DNETV - South Sherbrooke Station Type of Response	Call Year 2022	Call Year 2023	Call Year 2024	Call Year 2025
Fire - Structure	4	4	0	3
Fire - Bush / Grass	5	3	3	4
Fire - Vehicle	0	0	0	2
Fire - Other	2	2	1	4
Rescue - Motor Vehicle Accident	5	6	10	10
Rescue - Water / Ice	1	2	1	2
Rescue - Other	0	1	2	0
Medical Assist	14	14	8	8
Public Hazard - Power Lines / Electrical	6	2	2	2
Public Hazard - Other	1	2	1	1
Activated Alarm - CO/Smoke/False	4	4	3	5
Aid - DNETV Station Assist	5	7	4	18
Aid - Lanark County / Other Mutual Aid	1	5	5	2
Burning Complaint	1	2	4	5
	49	54	44	66