



DRUMMOND NORTH ELSLEY TAY VALLEY FIRE RESCUE

AGENDA

Monday, June 25, 2018 – 7:00 p.m.
BBD&E Fire Station – Training Room
14 Sherbrooke St., Perth, Ontario

Chair, Councilor Fred Dobbie

1. CALL TO ORDER
2. AMENDMENTS/APPROVAL OF AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
4. APPROVAL OF MINUTES
 - i) Minutes – April 12, 2018 – *attached, pages 3-7.*

Suggested Recommendation:

“THAT, the minutes of the Drummond North Elmsley Tay Valley Fire Rescue Board Meeting held on April 12, 2018 be approved as circulated.”

5. DELEGATIONS & PRESENTATIONS
6. BUSINESS
 - i) Project Zero/Enbridge
 - ii) Election Related Resource Policy (Policy attached)
 - iii) Surplus Used Vehicles
 - iv) Donation to Fire Department
 - v) Cascade Compressor RFP
 - vi) 2018 Fire Call Review To Date
7. OLD BUSINESS
 - i) Naloxone Program Implementation

ii) **Rescue 341 (South Sherbrooke) Update**

iii) **New Ontario Fire Regulations**

iv) **South Sherbrooke Appreciation Night**

v) **Fire Chief Update**

Greg Saunders, Fire Chief.

vi) **BBD&E Fire Station Chief Update**

Paul Cameron, BBD&E Station Chief.

vii) **South Sherbrooke Fire Station Chief Update**

Jeff Kirkham, South Sherbrooke Station Chief.

8. NEW/OTHER BUSINESS

None.

9. IN-CAMERA

10. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

TBD

11. DEFERRED ITEMS

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

- *None.*

12. ADJOURNMENT

DRUMMOND NORTH ELSLEY TAY VALLEY FIRE RESCUE MINUTES

Thursday, April 12, 2018

7:00 p.m.

BBD&E Station – 14 Sherbrooke Street East, Perth, Ontario
Training Room

ATTENDANCE:

Members Present: Chair, Councillor Fred Dobbie
Vice Chair, Councillor Ray Scissons
Reeve Aubrey Churchill
Councillor Gail Code
Councillor RoxAnne Darling

Staff Present: Greg Saunders, Fire Chief
Jeff Kirkham, Station Chief, South Sherbrooke Station
Megan Moore, Recording Secretary

Members & Staff Absent: Reeve Keith Kerr

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

4. APPROVAL OF MINUTES

Minutes – January 22, 2018

The minutes from the regular meeting held on January 22, 2018 were approved as circulated.

RESOLUTION #FB2018-12

MOVED BY: Aubrey Churchill
SECONDED BY: Ray Scissons

“**THAT**, the Board of the Drummond/North Elmsley Tay Valley Fire Rescue approves the minutes of the Fire Board Meeting that was held on January 22, 2018.”

ADOPTED

RESOLUTION #FB2018-13

MOVED BY: Ray Scissons
SECONDED BY: Aubrey Churchill

“**THAT**, the Board of the Drummond/North Elmsley Tay Valley Fire Rescue approves the IN-CAMERA minutes of the Fire Board Meeting that was held on January 22, 2018.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

- i) **2017 Fire Department Audit Presentation**
Ashley Liznick & Bryan Garber, Allan & Partners LLP

Ashley Liznick and Bryan Garber from Allan & Partners LLP presented the 2017 Audit to the Fire Board.

Administration

Under administration, the final results show a surplus of \$30,371.13. It is recommended that this surplus be transferred to the Administration Reserve.

BBD&E Station

BBD&E Station shows a surplus of \$34,770.16. It is recommended that the surplus be transferred into the ‘BBD&E – Equipment’ reserve to help offset the cost of new self contained breathing apparatus scheduled to be purchased in 2019.

South Sherbrooke Station

South Sherbrooke Station shows a surplus of \$36,701.45. It is recommended that the surplus be transferred into the ‘South Sherbrooke – Capital Reserve. This transfer will also help to offset the cost of the new self contained breathing apparatus scheduled to be purchased in 2019.

RESOLUTION #FB2018-14

MOVED BY: RoxAnne Darling
SECONDED BY: Gail Code

“**THAT**, the Board of the Drummond/North Elmsley Tay Valley Fire Rescue accepts the 2017 Audit as presented.”

ADOPTED

Surplus Discussion & Allotment

The Fire Board accepted the recommendations of Fire Chief G. Saunders and agreed to transfer the surplus amounts into the following reserves:

RESOLUTION #FB2018-15

MOVED BY: RoxAnne Darling
SECONDED BY: Ray Scissons

“THAT, the Board applies the \$30,371.13 surplus from the Administration budget to the Administration Reserve;

AND THAT, the \$34,770.16 surplus from the BBD&E Station budget be transferred to the BBD&E Equipment Reserve;

AND THAT, the \$36,701.45 Surplus from the South Sherbrooke Station budget be transferred to the South Sherbrooke Capital Reserve”.

ADOPTED

6. BUSINESS

i) 2016 Auditor Appointment

The Fire Board agreed to appoint Allan & Partners LLP for the 2018 Audit.

RESOLUTION #FB2018-16

MOVED BY: Aubrey Churchill
SECONDED BY: Gail Code

“THAT, the Board of the Drummond/North Elmsley Tay Valley Fire Rescue appoints Allan & Partners LLP to complete the 2018 Audit for the Fire Department.”

ADOPTED

ii) Naloxone Agreement

Fire Chief G. Saunders reported that the Health Unit requires approval from the Fire Board to move forward with respect to obtaining and administering Naloxone.

RESOLUTION #FB2018-17

MOVED BY: Ray Scissons
SECONDED BY: RoxAnne Darling

“THAT, the Board of the Drummond/North Elmsley Tay Valley Fire Rescue approves entering into an agreement with the Leeds, Grenville and Lanark District Health Unit with respect to administering Naloxone in conjunction with the Ministry of Health and Long Term Care.”

iii) **New Rescue 341 Update/South Sherbrooke Surplus Vehicles**

Fire Chief G. Saunders gave a verbal update to the Fire Board on the continued progress of the new Rescue Unit for South Sherbrooke Station. The New Rescue will be on display at the Fire Chief's Conference in Toronto at the beginning of May. The rescue will be delivered to the South Sherbrooke Station after the conference.

iv) **Proposed New Fire Regulations by the Ontario Government**

A number of newly proposed fire regulations have been released by the Ontario Government. If the fire regulations are passed it could mean significant cost increases for municipalities and Fire Departments across Ontario. Some of the proposed fire regulations include mandatory training and certification for all new volunteer firefighters effective January 1, 2019. A community risk assessment would also need to be completed every 5 years. Finally a public report would need to be provided outlining records of response times.

7. OLD BUSINESS

i) **2018 BBD&E Bunker Gear Replacement RFP# 2018-001**

Two (2) RFP's were received for the 2018 Bunker Gear Replacement. PPE Solutions came in with the lowest bid at \$1,847.00 (plus tax) per suit.

ii) **2018 Pager Replacement RFP# 2018-002**

New pagers were purchased for the majority of the firefighters at both BBD&E Station and South Sherbrooke Station. Bell Mobility provided the lowest cost for pagers at \$468.09/pager.

iii) **South Sherbrooke Firefighter Appreciation Night**

South Sherbrooke Firefighter Appreciation Night will take place on Saturday, May 12, 2018. All members of the Fire Board received invitations for the event. Everyone is asked to RSVP by May 1, 2018.

iv) **Fire Chief Update (verbal).**

Fire Chief G. Saunders provided information on the following:

- BBD&E Station calls to date: 50 (this time last year there was 55)
- South Sherbrooke Station calls to date: 11 (this time last year there was 14)
- Firefighters at BBD&E Station are in the process of completing NFPA 1001 Firefighter Level 2 training.
- New recruits are doing very well

- The Lanark County Fire Chief's Association is looking to move forward with the PTSD Program. The next step is to look at creating a Peer Support Team for all of Lanark County firefighters.
- The Lanark County Fire Chief's Association is revising the Ambulance Assist Agreement.
- Fire Chief G. Saunders reported that he will be moving from the Alternate Fire Coordinator to Fire Coordinator for Lanark County effective this summer due to Fire Chief L. Reynolds retirement.
- There will be no more driver on call for BBD&E Station but firefighters are still expected to complete all the necessary truck and inventory checks.

v) **South Sherbrooke Fire Station Chief Update (verbal).**

Station Chief J. Kirkham provided information on the following:

- Firefighters at South Sherbrooke Station have completed NFPA 472 Hazmat Awareness & OPS training.
- In the near future South Sherbrooke Station will look at filling the vacant Captains position.

8. NEW/OTHER BUSINESS

9. IN-CAMERA

10. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: TBD

11. DEFERRED ITEMS

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

- *None.*

12. ADJOURNMENT

The Board adjourned at 8:16 p.m.

Fred Dobbie
Chair

Megan Moore
Recording Secretary