

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

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**Monday, April 8, 2019**

**7:00 p.m.**

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

**Training Room**

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## **ATTENDANCE:**

**Members Present:** Chair, Councillor Ray Scissons  
Vice-Chair, Councillor RoxAnne Darling  
Councillor Fred Dobbie  
Councillor George Sachs  
Councillor Mick Wicklum  
Councillor John Matheson

**Staff Present:** Greg Saunders, Fire Chief  
Nancy Fleming, Recording Secretary  
Paul Cameron, Station Chief, BBD&E  
Jeff Kirkham, Station Chief, South Sherbrooke  
John Leeftang, Captain, BBD&E  
Dick Leeftang, Captain, BBD&E  
Gene Richardson, Captain, BBD&E

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## **1. CALL TO ORDER**

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

A quorum was present.

## **2. AMENDMENTS/APPROVAL OF AGENDA**

- i) Addition Under Business: 2019 Auditor Appointment
- ii) Addition Under Business: 2018 Surplus/Deficit Discussion and Allotment

The agenda was adopted as amended.

## **3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

None.



#### 4. APPROVAL OF MINUTES

- i) Minutes – February 4, 2019.

**RESOLUTION # FB2019-10**

**MOVED BY:** Fred Dobbie

**SECONDED BY:** John Matheson

**“THAT**, the Board of the Drummond/North Elmsley Tay Valley Fire Rescue approves the minutes of the Fire Board Meeting that was held on February 4, 2019.”

**ADOPTED**

#### 5. DELEGATIONS & PRESENTATIONS

- i) **2018 Fire Department Audit Presentation.**  
Bryan Garber and Ashley Liznick, Allan and Partners, LLP

Bryan Garber and Ashley Liznick from Allan and Partners, LLP presented the 2018 Audit to the Fire Board.

**Administration**

Under administration, the final results show a surplus of \$48,741.00. It is recommended that this surplus be transferred to the Administration Contingency Reserve.

**BBD&E Station**

BBD&E Station shows a surplus of \$8,029.00. It is recommended that the surplus be transferred into the BBD&E – Equipment Reserve.

**South Sherbrooke Station**

South Sherbrooke Station shows a surplus of \$30,320.00. It is recommended that the surplus be transferred into the South Sherbrooke – Capital Reserve.

**RESOLUTION # FB2019-11**

**MOVED BY:** RoxAnne Darling

**SECONDED BY:** John Matheson

**THAT**, the Fire Board of the Drummond North Elmsley Tay Valley Rescue accepts the 2018 Audit as presented.”

**ADOPTED**

## 6. BUSINESS

### i) 2019 Auditor Appointment.

#### RESOLUTION # FB2019-12

**MOVED BY:** George Sachs  
**SECONDED BY:** Mick Wicklum

**“THAT**, the Board of the Drummond/North Elmsley Tay Valley Fire Rescue appoints Allan Chartered Accountants and Partners LLP to complete the 2019 Audit for the Fire Department.”

**ADOPTED**

### ii) 2018 Surplus/Deficit Discussion and Allotment.

#### RESOLUTION #FB2019-13

**MOVED BY:** Fred Dobbie  
**SECONDED BY:** John Matheson

**“THAT**, the \$48,741.00 surplus from Administration 2018 Budget be transferred to the Administration Contingency Reserve;

**AND THAT**, the \$8,029.00 surplus from BBDE Station 2018 Budget be transferred to BBDE Equipment Reserve;

**AND THAT**, the \$30,320.00 surplus from the South Sherbrooke 2018 Budget be transferred to South Sherbrooke Capital Reserve.”

**ADOPTED**

### iii) Financial Status

Fire Chief Saunders reviewed the financial status for the Fire Department from January 1, 2019 to March 31, 2019.

### iv) Fire Call Review to March 31, 2019

Fire Chief Saunders reviewed the fire calls for both stations from November 1, 2018 to March 31, 2019.

### v) BBD&E Station – RFP for New Chassis – RFP #2019-001.

#### RESOLUTION # FB2019-14

**MOVED BY:** George Sachs  
**SECONDED BY:** RoxAnne Darling

**“THAT**, the Drummond/North Elmsley Tay Valley Fire Board award RFP #2019-001 for a new Chassis for the BBDE Station to Oakes Truck Sales,

Perth, Ontario, as per the Fire Chief's recommendations. Cost of the new Chassis is \$143,766.22 + \$18,689.60 (HST) = \$162,455.82."

**ADOPTED**

- vi) **BBDE Station – RFP for Fire Truck Body.**

**RESOLUTION # FB2019-15**

**MOVED BY:** John Matheson

**SECONDED BY:** Fred Dobbie

**"THAT**, the Board approves the Fire Chief's recommendation to proceed with RFP #2019-002 for a Fire Truck Body for the new Chassis for BBD&E Station, by invitation only."

**ADOPTED**

- vii) **Direct Deposit and EFT Payments.**

Administrative Assistant/Treasurer Nancy Fleming discussed the investigation into moving from cheques to direct deposit and EFT payments to increase efficiency. Preliminary investigation has been started and this will be brought back to the Fire Board with costs involved in this change for approval.

**7. OLD BUSINESS**

**Fire Chief Update (verbal).**

Greg Saunders, Fire Chief

- i) We have 2 suppliers for new SCBA equipment, MSA and Scott. Both companies have dropped off test equipment. The committee, which included members from BBDE, South Sherbrooke, Perth and Lanark Fire Stations, will start wear trials next week. Firefighters will put them through the paces and score them. The committee will review the results and an RFP will be sent out. Equipment will be here for 15 years. It's the most important tool a firefighter has.
- ii) Fire Chief Saunders took part in the DNE Development Charges Review. Developmental Charges only apply to "new" and not "replacement", i.e.: dry hydrants, bigger pumper. DNE & Tay Valley both put money in Developmental Fees towards a new truck.
- iii) There will be some changes in our Medical Response Agreement – i.e.: more in-house training for firefighters. There is more information to come and it will be brought back to the Fire Board.
- iv) Firefighters have tested every hose in both stations. They were taken off the trucks and tested for 5 minutes each.
- v) We are meeting with a company next week that makes fire foam out of natural products. They are going to do a demonstration at South Sherbrooke Station. The price is twice as much and the shelf life is only 2 years instead of lifetime. You can't put a price on the environment. Other options are also being investigated.

- vi) On April 23, 2019, the Civitan are having their First Responders Appreciation Night. Members from both stations are attending.
- vii) Lanark County purchased new tools for Rescue 1. We will keep the other set as spare.
- viii) Two new garage doors were replaced last week.
- ix) Fire Chief Saunders was in touch with the group that we donated the Fire Trucks to. They are in limbo right now. China donated brand new fire trucks so the used ones are on hold until the new ones are placed.
- x) Open Air Burning – may have to impose a Fire Ban in the near future.
- xi) Gene Richardson completed 25 years with BBDE in March 2019. He has accepted the position of Fire Chief at Lanark Highlands. We will miss Gene's expertise and wish him all the best in Lanark Highlands.

#### **BBD&E Fire Station Chief Update (verbal)**

Paul Cameron, BBDE Station Chief

- i) Firefighters spent every Wednesday and a few Saturday's this past winter doing HazMat Awareness and Operations training and testing. It was quite an eye opener to see what equipment would be needed if there was a serious HazMat incident.
- ii) Officer I Course – This is at 9 Tuesday nights and a Saturday for testing. This course will help us better manage as Officers.

#### **South Sherbrooke Fire Station Chief Update (verbal)**

Jeff Kirkham, South Sherbrooke Station Chief

- i) South Sherbrooke firefighters completed Firefighter II over the winter.
- ii) Some members from South Sherbrooke are also attending the Officer I course.
- iii) Our probationary firefighter has completed his FF I training in Almonte.
- iv) Station Chief Kirkham has made contact with a firefighter in Ottawa who is heavily involved in setting up Training Centres. He gave good information on how to set up items. He also extended an invitation to visit Ottawa's Training Centre. We will be going forward with this project this summer.

### **8. NEW/OTHER BUSINESS**

None.

### **9. IN-CAMERA**

None.

### **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 8:08 p.m.



**Ray Scissons**  
**Chair**



**Nancy Fleming**  
**Recording Secretary**