



DRUMMOND NORTH ELSLEY TAY VALLEY FIRE RESCUE

AGENDA

Thursday, April 12, 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 – January 22, 2018 – *attached, pages 3-9.***

Suggested Recommendation:
“**THAT**, the minutes of the Drummond North Elmsley Tay Valley Fire Rescue Board Meeting held on January 22, 2018 be approved as circulated.”
 - ii) **Minutes (from closed meeting session) January 22, 2018 – *to be distributed at the meeting.***

Suggested Recommendation:
“**THAT**, the minutes of the closed session of the Drummond North Elmsley Tay Valley Fire Rescue Board meeting held on January 22, 2018 be approved as circulated.”
5. **DELEGATIONS & PRESENTATIONS**
 - i) **2017 Fire Department Audit Presentation**
Ashley Liznick, Allan Chartered Accountants
6. **BUSINESS**
 - i) **2018 Auditor Appointment**
 - ii) **Naloxone Agreement**
 - iii) **South Sherbrooke Surplus Vehicles**

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

7. OLD BUSINESS

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

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

iii) **New Rescue 341 Update**

iv) **South Sherbrooke Firefighter 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

MINUTES

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

Date: Monday, January 22nd, 2018
Time: 4:45 p.m.
Location: BBD&E Station – 14 Sherbrooke Street East, Perth, Ontario

ATTENDANCE:

Members Present: Vice Chair, Councillor Fred Dobbie
Reeve Keith Kerr
Councillor Ray Scissons
Reeve Aubrey Churchill

Staff Present: Greg Saunders, Fire Chief
Megan Moore, Recording Secretary

Members & Staff Absent: Chair, Deputy Reeve Gail Code
Councillor RoxAnne Darling
Paul Cameron, Station Chief, BBD&E Station
Jeff Kirkham, Station Chief, South Sherbrooke Station

1. CALL TO ORDER

The meeting was called to order at 4:45 p.m.
A quorum was present.

2. APPOINTMENT OF CHAIR FOR 2018 TERM

The Fire Board nominated Fred Dobbie as Fire Board Chair.

RESOLUTION #FB-2018-01

MOVED BY: Keith Kerr
SECONDED BY: Ray Scissons

“**THAT**, Fred Dobbie be appointed Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one year term, effective January 1, 2018.”

ADOPTED

3. APPOINTMENT OF VICE-CHAIR FOR 2018 TERM

The Fire Board nominated Ray Scissons as Fire Board Chair.

RESOLUTION #FB-2018-02

MOVED BY: Keith Kerr
SECONDED BY: Aubrey Churchill

“**THAT**, Ray Scissons be appointed Vice-Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one year term, effective January 1, 2018.”

ADOPTED

4. AMENDMENTS/APPROVAL OF AGENDA

The agenda was adopted as presented.

5. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None at this time.

6. APPROVAL OF MINUTES

i) **Minutes – Monday, December 11th, 2017.**

One correction was made to the minutes: Under ‘Attendance’ the minutes state that Paul Cameron is the Station Chief for South Sherbrooke. This error should be corrected to say that Paul Cameron is the Station Chief for BBD&E Station.

RESOLUTION #FB-2018-03

MOVED BY: Ray Scissons

SECONDED BY: Keith Kerr

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board Meeting held on December 11th, 2017 be approved as amended.”

ADOPTED

ii) **Minutes – IN CAMERA Monday, October 16th, 2017.**

RESOLUTION #FB-2018-04

MOVED BY: Ray Scissons

SECONDED BY: Aubrey Churchill

“**THAT**, the IN CAMERA minutes of the Drummond/North Elmsley Tay Valley Fire Board Meeting held on October 16th, 2017 be approved as circulated.”

ADOPTED

7. BUSINESS

i. **Signing Authority for the 2018 Term: Chair, Vice-Chair & Administrative Assistant/Treasurer**

RESOLUTION #FB-2018-05

MOVED BY: Keith Kerr

SECONDED BY: Aubrey Churchill

“**THAT**, the Board allocates signing authority to Fred Dobbie (Fire Board Chair), Ray Scissons (Fire Board Vice-Chair) and Megan Moore (Administrative Assistant/Treasurer.”

ADOPTED

ii. **Health & Safety Policy Renewal for 2018**

The Fire Board reviewed and approved the Health & Safety Policy.

RESOLUTION #FB-2018-06

MOVED BY: Keith Kerr

SECONDED BY: Aubrey Churchill

“**THAT**, the Board revises the Health & Safety Policy to reflect January 1, 2018 and Fred Dobbie as the Fire Board Chair.”

ADOPTED

iii. **South Sherbrooke Probationary Firefighters**

Fire Chief G. Saunders recommended that the Fire Board hire Eric Boysen and Justin Verge as volunteer firefighters for South Sherbrooke Station. Both individuals have completed one year of probation.

RESOLUTION #FB-2018-07

MOVED BY: Ray Scissons

SECONDED BY: Keith Kerr

“**THAT**, the Board approves South Sherbrooke probationary firefighters Eric Boysen and Justin Verge as firefighters effective January 23, 2018.”

ADOPTED

iv. **2016-2017 Emergency Calls Review**

Fire Chief G. Saunders gave an overview of the types of calls that happened in 2016/2017 at both BBD&E Station and South Sherbrooke Station.

v. **2018 BBD&E Bunker Gear Replacement RFP# 2018-001**

Fire Chief G. Saunders requested permission to move forward with the RFP process for new bunker gear for BBD&E Station. The Fire Department is looking at purchasing approximately 12 new sets of bunker gear.

RESOLUTION #FB-2018-08

MOVED BY: Ray Scissons

SECONDED BY: Keith Kerr

“**THAT**, the Board approves the Fire Chief’s recommendation to proceed with the RFP for replacement bunker gear for BBD&E Station.”

ADOPTED

vi. **2018 Pager Replacement RFP# 2018-002**

Fire Chief G. Saunders requested permission to move forward with the RFP process to purchase approximately 30 new pagers for both BBD&E and South Sherbrooke Stations. Fire Chief G. Saunders has asked if there are any other fire departments in Lanark County also looking to purchase new pagers so that perhaps both Fire Departments can receive a greater discount because they are buying more pagers.

RESOLUTION #FB-2018-09

MOVED BY: Keith Kerr

SECONDED BY: Ray Scissons

“**THAT**, the Board approves the Fire Chief’s recommendation to proceed with the RFP for replacement firefighter pagers for both fire stations.”

ADOPTED

8. OLD BUSINESS

i) **South Sherbrooke Firefighter Appreciation Night**

The Fire Department is thinking about changing the date of the Firefighter Appreciation Night to April 14, 2018. Once the date is confirmed an e-mail will be sent out to all Fire Board members. There is a meeting taking place tonight at South Sherbrooke to talk about some of the details for the event. The Fire Board decided that only Fire Board members would be invited to the event (not all council members from Tay Valley Township).

ii) **Fire Chief Update**

Greg Saunders, Fire Chief

- BBDE calls for 2018 are 27 compared to 30 calls for 2017.
- South Sherbrooke calls for 2018 are 4 compared to 5 calls for 2017.
- Naloxone kits will be provided by the Ontario Government as soon as the program is finalized.
- Fire Chief G. Saunders will be attending the Fire Coordinators Conference for a few days next week at the Ontario Fire College in Gravenhurst.
- Fire Chief G. Saunders is currently the Alternate Fire Coordinator for Lanark County. Fire Chief L. Reynolds is planning to retire in the spring so it is very possible that Fire Chief G. Saunders will become the Fire Coordinator for Lanark County.

- There are 3 probationary firefighters from BBD&E and 2 firefighters from South Sherbrooke taking Firefighter 1 training in Almonte.
- Training for Firefighter 2 has started at BBD&E Station. Approximately 25 members are taking the training. The training is scheduled for 9 nights and a couple of Saturdays.
- All members of South Sherbrooke Station are taking Hazmat training. The training is taking place over 5 evenings.

iii) **BBD&E Fire Station Chief Update – Paul Cameron.**

None.

iv) **South Sherbrooke Fire Station Chief Update – Jeff Kirkham.**

None.

9. NEW/OTHER BUSINESS

None.

10. IN-CAMERA

i) **CONFIDENTIAL: Identifiable Individual – Maternity Leave.**

RESOLUTION #FB-2018-10

MOVED BY: Ray Scissons
SECONDED BY: Keith Kerr

“**THAT**, the Board move “in camera” at 5:22 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding staff performance appraisals;

AND THAT, the Fire Chief and Administrative Assistant/Treasurer remain in the room.”

ADOPTED

RESOLUTION #FB-2018-11

MOVED BY: Keith Kerr
SECONDED BY: Aubrey Churchill

“**THAT**, the Board return to an open session at 5:28 p.m.”

ADOPTED

11. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

- Next meeting date to be determined.

12. DEFERRED ITEMS

None.

13. ADJOURNMENT

The Board adjourned at 5:30 p.m.

Councillor, Fred Dobbie
Chair

Megan Moore
Recording Secretary