



## DRUMMOND NORTH ELSLEY TAY VALLEY FIRE RESCUE

### AGENDA

Monday, April 8, 2019 – 7:00 p.m.  
BBD&E Fire Station – Training Room  
14 Sherbrooke St., Perth, Ontario

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**Chair: Councilor Ray Scissons**

1. **CALL TO ORDER**
2. **AMENDMENTS/APPROVAL OF AGENDA**
3. **DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
4. **APPROVAL OF MINUTES**
  - i) **Minutes – February 4, 2019 – *attached, page 3.***

*Suggested Recommendation:*

*“THAT, the minutes of the Drummond North Elmsley Tay Valley Fire Rescue Board Meeting held on February 4, 2019 be approved as circulated.”*

5. **DELEGATIONS & PRESENTATIONS**
  - i) **2018 Fire Department Audit Presentation.**  
Bryan Garber, Allan and Partners
6. **BUSINESS**
  - i) **Financial Status.**
  - ii) **Fire Call Review to March 31, 2019.**
  - iii) **BBDE Station – RFP approval for New Chassis – RFP#2019-001.**
  - iv) **BBDE Station – RFP for Fire Truck Body.**
  - v) **Direct Deposit and EFT Payments.**

**7. OLD BUSINESS**

- i) **Fire Chief Update**  
Greg Saunders, Fire Chief.
- ii) **BBD&E Fire Station Chief Update**  
Paul Cameron, BBD&E Station Chief.
- iii) **South Sherbrooke Fire Station Chief Update**  
Jeff Kirkham, South Sherbrooke Station Chief.

**8. NEW/OTHER BUSINESS**

None.

**9. IN-CAMERA**

None

**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

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Monday, February 4, 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  
Councillor Fred Dobbie  
Councillor George Sachs  
Councillor Mick Wicklum  
Councillor John Matheson

**Regrets:** Vice-Chair, Councillor RoxAnne Darling

**Staff Present:** Greg Saunders, Fire Chief  
Nancy Fleming, Recording Secretary  
Paul Cameron, Station Chief, BBD&E  
Jeff Kirkham, Station Chief, South Sherbrooke

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## 1. CALL TO ORDER

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

## 2. APPOINTMENT OF CHAIR FOR 2019 TERM

### RESOLUTION #FB2019-01

**MOVED BY:** John Matheson  
**SECONDED BY:** George Sachs

“**THAT**, Ray Scissons be appointed Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one year term, effective January 1, 2019.”

**ADOPTED**

**3. APPOINTMENT OF VICE-CHAIR FOR 2019 TERM**

**RESOLUTION #FB2019-02**

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

“**THAT**, RoxAnne Darling be appointed Vice-Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one year term, effective January 1, 2019.”

**ADOPTED**

**4. AMENDMENTS/APPROVAL OF AGENDA**

None.

**5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

None.

**6. APPROVAL OF MINUTES**

i) **Minutes – November 5, 2018**

**RESOLUTION #FB2019-03**

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

“**THAT**, the Board of the Drummond/North Elmsley Tay Valley Fire Rescue approves the minutes of the Fire Board Meeting that was held on November 5, 2018.”

**ADOPTED**

ii) **Minutes – Closed Session (Identifiable Individuals) – November 5, 2018**

**RESOLUTION #FB2019-04**

**MOVED BY:** George Sachs  
**SECONDED BY:** John Matheson

“**THAT**, the Board of the Drummond/North Elmsley Tay Valley Fire Rescue approves the minutes of the Closed Session (Identifiable individuals) that was held on November 5, 2018.”

**ADOPTED**

**7. DELEGATIONS & PRESENTATIONS**

None.

**8. BUSINESS**

- i) **Financial Signing Authority for 2019 Term: Chair, Vice-Chair and Administrative Assistant Treasurer.**

**RESOLUTION #FB2019-05**

**MOVED BY:** Fred Dobbie

**SECONDED BY:** John Matheson

“**THAT**, the Board allocates signing authority to Ray Scissons (Fire Board Chair), RoxAnne Darling (Fire Board Vice-Chair) and Nancy Fleming (Administrative Assistant/Treasurer).

**ADOPTED**

- ii) **Health & Safety Policy Renewal for 2019.**

**RESOLUTION #FB2019-06**

**MOVED BY:** George Sachs

**SECONDED BY:** Mick Wicklum

“**THAT**, the Board revises the Health & Safety Policy to reflect January 1, 2019 and Ray Scissons as the Fire Board Chair.”

**ADOPTED**

- iii) **Review of 2019 Budget.**

Fire Chief Saunders reviewed the Draft 2019 Budget that was submitted to Drummond/North Elmsley and Tay Valley Townships for approval.

- iv) **BBD&E Station – RFP for New Chassis and RFP for Fire Truck.**

**RESOLUTION #FB2019-07**

**MOVED BY:** George Sachs

**SECONDED BY:** Mick Wicklum

“**THAT**, the Board approves the Fire Chief’s recommendation to proceed with the RFP for a New Chassis and the RFP for Fire Truck Body for BBD&E Station.

**ADOPTED**

- v) **BBD&E & South Sherbrooke Stations – RFP for Self-Contained Breathing Apparatus (SCBA).**

**RESOLUTION #FB2019-08**

**MOVED BY:** Fred Dobbie

**SECONDED BY:** Mick Wicklum

“**THAT**, the Board approves the Fire Chief’s recommendation to proceed with the RFP for Self-Contained Breathing Apparatus (SCBA) for BBD&E and South Sherbrooke Stations.”

**ADOPTED**

- vi) **2018 Fire Call Review to January 25, 2019**

The Fire Chief reviewed BBD&E and South Sherbrooke Incident calls to date for 2019.

- vii) **Custodial Services at BBD&E Station – RFP #2018-003 - Outcome.**

The contract for Custodial Services for BBDE Station ended December 31, 2018.

The Fire Chief reviewed the bidders’ pricing for this RFP. Jani-King was the successful contractor for this RFP contract from January 1, 2019 to December 31, 2020 with a possible extension for one year.

- viii) **General Insurance and Risk Management Services Program – RFP #2018-004 - Outcome.**

The contract for General Insurance and Risk Management Services ended December 31, 2018.

This RFP was cancelled and we will continue with our current provider for 2019.

- ix) **BBD&E Probationary Firefighters to Firefighters – Amelia Webster, Brandon Cinkant and Cameron Scantland**

**RESOLUTION #FB2019-09**

**MOVED BY:** John Matheson

**SECONDED BY:** Fred Dobbie

“**THAT**, the Board approves BBD&E probationary firefighters Brandon Cinkant, Cameron Scantland and Amelia Webster as firefighters, effective January 1, 2019.”

**ADOPTED**

## 9. OLD BUSINESS

### **Fire Chief Update (verbal)**

- i) We purchased two 40 foot containers for South Sherbrooke Station. They will be set up as a mini training station. They will be used to practice fire techniques and ladder training. They will enable us to do a better job training in-house.
- ii) We will be replacing our current breathing apparatus at both stations this year. Last year we purchased a new compressor which increased power from 5 to 10 horsepower. The previous compressor was purchased 20 years ago.
- iii) Vulnerable Occupancy – we have 5 vulnerable occupancy homes in our area that require yearly inspections and fire drills. 2018 has been completed.
- iv) Trucks are getting their annual safety and service checks. Ladders are tested every 2 years – done last week.
- v) As Fire Co-coordinator for Lanark County, I attended a 3 day conference at The Ontario Fire College in Gravenhurst last week
- vi) PTSD – we are starting a Peer Support Group in Lanark County. Volunteers, from all Fire Departments in Lanark County, will be sent for training. We pay for the training but the rest is volunteer.
- vii) Medical Response Agreement – We do respond to Ambulance Assist calls if the calls are a minimum of 20 minutes away and life threatening. South Sherbrooke Station gets more of these calls. The Agreement was done in 2008 and needs to be reviewed at the County Level.
- viii) Councilor John Matheson will be attending Essentials of Municipal Fire Protection next week.

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

- ix) BBD&E firefighters are doing Hazmat Awareness and Operations training for 2-1/2 months as part of NFPA training. Testing is done through the Ontario Fire Marshal's Office. The trainers from Carleton Place are excellent. Well received by firefighters.
- x) Last year BBD&E took Firefighter II training. South Sherbrooke took the Hazmat Awareness and Operations training.

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

- xi) South Sherbrooke took Hazmat Awareness and Operations last year and this year they are taking Firefighter II. The 3 new firefighters from BBDE are also taking this training.
- xii) Establishing a committee to set up the 2 training containers this spring for training. Training can be done locally instead of travelling to other centres.
- xiii) Extended an invitation for Councilors to come and watch the Firefighter II or any training which takes place every second Monday evening.

**10. NEW/OTHER BUSINESS**

None.

**11. IN-CAMERA**

None.

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

Next Meeting: TBD

**13. DEFERRED ITEMS**

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

- *None.*

**14. ADJOURNMENT**

The Board adjourned at 7:57 p.m.

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**Ray Scissons**  
**Chair**

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