



## DRUMMOND NORTH ELSLEY TAY VALLEY FIRE RESCUE

### AGENDA

Monday, November 4, 2019 – 7:00 p.m.  
South Sherbrooke 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 – August 19, 2019 – *attached, page 4.***

*Suggested Recommendation:*

***“THAT, the minutes of the Drummond North Elmsley Tay Valley Fire Rescue Board Meeting held on August 19, 2019 be approved as circulated.”***

5. **DELEGATIONS & PRESENTATIONS**

None

6. **BUSINESS**

- i) **Financial Status.**
- ii) **Billing Status to October 31, 2019.**
- iii) **Firefighters Hours & Pay Update to October 31, 2019.**
- iv) **Fire Call Review to October 31, 2019.**
- v) **2020 Draft Budget.**
- vi) **Lanark County Medical Tiered Response Program.**
- vii) **Holiday Gift Cards for Firefighters.**

- viii) **BBD&E Firefighter Association – Request for Special Occasions Permit for Friday, November 29, 2019.**
- ix) **Snow Removal 2020.**
- x) **Insurance Renewal**
- xi) **Job Posting – BBD&E Captain Vacancy.**
- xii) **Job Posting - BBD&E and South Sherbrooke Firefighters**

## **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**

- i) **CONFIDENTIAL: Identifiable Individual – Salary Review - Firefighters.**

Suggested Motion:

***“THAT,** the Board move “in camera” at \_\_\_\_ p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding firefighters;*

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

Suggested Motion:

***“THAT,** the Board return to an open session at \_\_\_\_ p.m.”*

- Chair’s Rise and Report

- ii) **CONFIDENTIAL: Identifiable Individual – Salary Review – Full Time Staff.**

*Suggested Motion:*

***“THAT,** the Board move “in camera” at \_\_\_\_ p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding a salary review;*

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

Suggested Motion:

***“THAT,** the Board return to an open session at \_\_\_\_ p.m.”*

- Chair’s Rise and Report

iii) **CONFIDENTIAL: Identifiable Individual – Staffing.**

Suggested Motion:

***“THAT,** the Board move “in camera” at \_\_\_\_ p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding staffing;*

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

Suggested Motion:

***“THAT,** the Board return to an open session at \_\_\_\_ p.m.”*

- Chair’s Rise and Report

**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 BOARD MINUTES**

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**Monday, August 19, 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 John Matheson

**Staff Present:** Greg Saunders, Fire Chief  
Nancy Fleming, Recording Secretary  
Paul Cameron, Station Chief, BBD&E  
Dick Leeflang, Captain, BBD&E

**Members & Staff Absent:** Councillor George Sachs  
Councillor Mick Wicklum  
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. AMENDMENTS/APPROVAL OF AGENDA**

- i) Under In-Camera: CONFIDENTIAL: Firefighter Honorarium Review.
- ii) Under In-Camera: CONFIDENTIAL: BBD&E Captain Vacancy.

The agenda was adopted as amended.

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

None.

#### **4. APPROVAL OF MINUTES**

- i) **Minutes – June 17, 2019.**

**RESOLUTION # FB2019-18**

**MOVED BY:** Fred Dobbie

**SECONDED BY:** RoxAnne Darling

“**THAT**, the Board of the Drummond/North Elmsley Tay Valley Fire Rescue approves the minutes of the Fire Board Meeting that was held on June 17, 2019.”

**ADOPTED**

#### **5. DELEGATIONS & PRESENTATIONS**

None

#### **6. BUSINESS**

- i) **Financial Status.**

Fire Chief Saunders reviewed the financial status for the Fire Department from January 1, 2019 to August 9, 2019.

- ii) **Fire Call Review to June 13, 2019.**

Fire Chief Saunders reviewed the fire calls for both stations from November 1, 2018 to August 18, 2019.

- iii) **SCBA RFP - Approval**

**RESOLUTION # FB2019-19**

**MOVED BY:** John Matheson

**SECONDED BY:** RoxAnne Darling

“**THAT**, the Drummond/North Elmsley Tay Valley Fire Board approves the purchase of Self Contained Breathing Apparatus, in the amount of \$345,180.00 (plus HST), from A.J. Stone, for BBD&E & South Sherbrooke Stations.”

**ADOPTED**

- iv) **Firefighter Honorarium Review – see item 9i)**

- v) **Flying Lanterns**

This issue was brought forward to the Fire Board 2 years ago and, with the facts presented at that time, the Fire Board did not feel there was a need for action. The climate has changed over the past 2 years regarding Flying Lanterns. Many communities are prohibiting their use.

Fire Chief Saunders recommended Fire Board members take this back to their respective Councils to make a By-Law prohibiting the use of Flying Lanterns in Drummond/North Elmsley and Tay Valley. They may also want to discuss the use of fireworks, especially during a Fire Ban. We would then look at merging it in with our Burning By-Law update.

vi) **Sam Kelford – Probationary Firefighter to Firefighter.**

**RESOLUTION # FB2019-20**

**MOVED BY:** John Matheson

**SECONDED BY:** Fred Dobbie

**“THAT,** the Drummond/North Elmsley Tay Valley Fire Board approves Probationary Firefighter Sam Kelford move to Firefighter, effective September 17, 2019.”

**ADOPTED**

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

Greg Saunders, Fire Chief

- i) Fire Chief Saunders and BBD&E Station Chief Cameron travelled to Quebec to meet with Carl Thibeault regarding the new tanker. They spent several hours going over the RFP page by page. A couple of minor changes/improvements were agreed upon.
- ii) An update on the charges against Fire Chief in Gananoque – A few years ago BBD&E station were looking for used pagers and radios and were advised Gananoque Fire Department had some for sale. These were purchased from them. At the time, it was not unusual for Fire Departments to make these purchases from other Fire Departments. Fire Chief Saunders was contacted by the OPP to provide more details on the purchase. BBD&E did nothing wrong and we were allowed to keep them items.
- iii) Rick Hannah has completed all listings of all equipment at BBD&E and South Sherbrooke Stations. He has prepared a rough cost and year of replacement and year for everything. He and Fire Chief Saunders will be meeting with Howard Allan next week to discuss this information. A presentation will be made to the Fire Board at a later date.
- iv) Dry Hydrant – Maberly – waiting for permits to begin repairs/replacement.
- v) This year has seen a more than usual number of neighbor disputes over burning, resulting in Fire Chief, Station Chief or Captain having to attend to resolve issue. Recommended updates to our Burning By-Law would help alleviate some of these situations.
- vi) Fire Chief Saunders and Station Chief Cameron attended a Christie Lake Association Meeting and Captain D. Leeflang attended a Bennett Lake Fire Association meeting. These meetings also showed the need for more defined rules for the Burning By-Law.

- vii) The Lion's Club has hosted an "Appreciation Night" annually for Emergency Responders. This September, the Legion is hosting an "Appreciation Night" for Emergency Responders. There will be a Guest Speaker speaking on PTSD.
  - viii) We had 11 members between both stations take Officer 1 training in Carleton Place. Everyone was successful, with one person doing a re-write for the Theory.
  - ix) Students from Algonquin College (Police Foundations Course) did a study of our Fire Hall. They presented their findings to the Fire Chief 2 weeks ago. They had a lot of recommendations, some which will be considered in the near future.
  - x) The Regatta at Rideau Ferry was attended by 2 firefighters both days. Everything went very well.
  - xi) One firefighter from South Sherbrooke Station is part of the newly established Critical Incident Team established for all Fire Departments in Lanark County. This team was developed to provide guidance to someone who may be struggling after an incident.
  - xii) No burning restrictions, at this time, in Drummond/North Elmsley or Tay Valley. A partial ban, limited to camp fires only, was implemented for a short time. Hard to determine sometimes – one end is very dry but the other end is still green. Will monitor rainfall and dryness.
- viii) **BBD&E Fire Station Chief Update (verbal)**  
Paul Cameron, BBDE Station Chief
- i) Spending more time at the station to assist with things volunteer firefighters can't do.
  - ii) Critical incident training very important. Shared a recent experience he had with a member who was struggling with an incident they had attended. Need to check in with people, especially after a critical incident. It may not hit them right away. Remind them of assistance available to them if and when needed.
  - iii) Had some recent issues with fires at a campground. Clearer definitions in the Burn By-Law would prevent some of the issues. Has been resolved at this time.
  - iv) Completing Inspections and follow-up paperwork.
- ix) **South Sherbrooke Fire Station Chief Update (verbal)**  
Jeff Kirkham, South Sherbrooke Station Chief
- None.

## 8. NEW/OTHER BUSINESS

None.

**9. IN-CAMERA**

i) **CONFIDENTIAL: Firefighter Honorarium Review.**

**RESOLUTION #FB2019-21**

**MOVED BY:** RoxAnne Darling

**SECONDED BY:** John Matheson

**“THAT**, the Fire Board move “in-camera” at 8:00 p.m. to address personal matters pertaining to identifiable individuals, including municipal or local board employees regarding firefighter honorariums;

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

**ADOPTED**

**RESOLUTION #FB2019-22**

**MOVED BY:** Fred Dobbie

**SECONDED BY:** John Matheson

**“THAT**, the Board returns to an open session at 8:30 p.m.”

**ADOPTED**

The Chair rose and reported that direction was provided to the Fire Chief regarding Firefighter Honorariums.

ii) **CONFIDENTIAL: BBD&E Captain Vacancy.**

**RESOLUTION #FB2019-23**

**MOVED BY:** John Matheson

**SECONDED BY:** RoxAnne Darling

**“THAT**, the Fire Board move “in-camera” at 8:30 p.m. to address personal matters pertaining to identifiable individuals, including municipal or local board employees regarding the Captain vacancy at BBD&E Station;

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

**ADOPTED**

**RESOLUTION #FB2019-24**

**MOVED BY:** John Matheson

**SECONDED BY:** Fred Dobbie

**“THAT**, the Board returns to an open session at 8:40 p.m.”

**ADOPTED**



The Chair rose and reported that direction was provided to the Fire Chief regarding the Captain vacancy at BBD&E Station.

**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 8:45 p.m.

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**Ray Scissons**  
**Chair Re**

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**Nancy Fleming**