

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD

Board Meeting – January 18th, 2010

MINUTES

CALL TO ORDER:

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

PRESENT:

Chairman:	Brian Campbell
Councillors:	RoxAnne Darling Wayne Jordan Aubrey Churchill Gail Code Gordon McConnell
Fire Chief:	Greg Saunders
Admin Assistant:	Marilyn Moore
Station Chiefs:	Paul Cameron, Jeff Kirkham
Firefighters:	Brad Adrain, Graham Patterson, Doug Tysick Richard Leeflang, Gene Richardson
Guest:	Christine Erdos; Sean McAdoo

REGRETS:

Secretary/Treasurer	Leslie Drynan
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FIRE BOARD - CALL TO ORDER 7:00 P.M.

MEMBERS WISHING TO DISCLOSE A PECUNIARY INTEREST DO SO NOW

1.0 ADDITIONS TO THE AGENDA

1.1 Agenda

The Chair recommended that agenda item 5.1 *Appointment of Fire Board Chair and Vice-Chair* be moved to first on the agenda.

5.1 Appointment of Fire Board Chair and Vice-Chair

Moved by: W. Jordan
Seconded by: R. Darling

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue appoint Brian Campbell as Chair, and Gail Code as Vice-Chair for a one year term, effective January 1, 2010.

Carried
10-01

2.0 DELEGATIONS

2.1 South Sherbrooke Building Committee – Status Update

B. Adrain spoke on behalf of the building committee an overview of progress that the committee and Tay Valley Township have made to date.

2.2 Presentation of Preliminary Plans

B. Adrain introduced Sean McAdoo and Christine Erdos of Christine Erdos Design.

C. Erdos presented the draft drawings and walked the Board through the integral components. Sample exterior and interior products of roof, walls, floor components and suggested colour samples presented. Discussion occurred on additional components such as the generator pad, drilled well, air conditioning units. There was further discussion on the location of the "public" washroom and accessibility features.

The Board directed G. Saunders and B. Adrain to follow up with S. McAdoo on discussed items.

S. McAdoo and C.Erdos left the meeting at 7:47 p.m.

Moved by: W. Jordan
Seconded by: G. McConnell

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue approve the purchase of services provided by Sean McAdoo and Christine Erdos Design with respect to the preparation of draft building plans for the new South Sherbrooke Station and these services to be paid out of 2009 South Sherbrooke Station Operating Budget surplus.

Carried
10-02

Moved by: G. McConnell
Seconded by: R. Darling

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue recommend to Tay Valley Township that the draft plans be put out to tender for engineered, stamped drawings.

Carried
10-03

3.0 MINUTES

3.1 Regular Meeting – November 26th, 2009

Moved by: G. Code
Seconded by: A. Churchill

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue approve the minutes of the Regular Meeting held November 26th, 2009 as amended.

Carried
10-04

4.0 FINANCIAL REPORT

4.1 Financial Status Update as at December 31st, 2009

ACTION: Receive as information

4.2 Accounts as at December 31st, 2009

Moved by: R. Darling
Seconded by: G. McConnell

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue approve the Accounts in the amount of \$56,997.34

Carried
10-05

5.0 NEW BUSINESS

5.1 Appointment of Fire Board Chair and Vice-Chair

This item was moved to the first item on the agenda.

5.2 Ministry of Labour – Unscheduled Inspection

G. Saunders reported that a Ministry of Labour Inspector made an unscheduled visit with respect to the Administration Offices and BBD&E Fire Hall. Requirements of the Occupational Health and Safety Act was discussed including Joint Health and Safety Committee, WHMIS training, Material Safety Data Sheets, additional training and the subsequent tracking, follow up and documentation requirements. The inspector provided his report indicating no issues/no orders. The MOL report is posted as required.

5.3 2010 Budget – Draft

G. Saunders presented the Draft 2010 Budget for review and discussion. G. Saunders had reviewed the draft budget with both Drummond/North Elmsley and Tay Valley Township Treasurers. Suggestions from the Treasurers were included in the draft presented. Board Members received copies for their detailed review with further budget discussion to occur at the February meeting.

ACTION: Staff was directed to strike a committee which would prepare the budget for review by the Board.

5.4 BBD&E Station Chief Probationary Status (P.Cameron)

Moved by: W. Jordan

Seconded by: G. McConnell

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue approve the recommendation of the Fire Chief, that Paul Cameron has completed the probationary period and is confirmed as Station Chief, BBD&E Station.

Carried
10-06

5.5 South Sherbrooke Station Chief Probationary Status (J.Kirkham)

Moved by: R. Darling

Seconded by: G. Code

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue approve the recommendation of the Fire Chief, that Jeff Kirkham has completed the probationary period and is confirmed as Station Chief, South Sherbrooke Station.

Carried
10-07

5.6 South Sherbrooke Captain Probationary Status (G.Coleman)

Moved by: A. Churchill

Seconded by: R. Darling

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue approve the recommendation of the Fire Chief, that Greg Coleman has completed the probationary period and is confirmed as Captain, South Sherbrooke Station.

Carried
10-08

5.7 South Sherbrooke Captain Probationary Status (D.Gibson)

Moved by: G. Code
Seconded by: A. Churchill

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue approve the recommendation of the Fire Chief, that Darren Gibson has completed the probationary period and is confirmed as Captain, South Sherbrooke Station.

Carried
10-09

5.8 Fire Chief Absence – Delegation of Authority

Moved by: W. Jordan
Seconded by: G. McConnell

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue approve the recommendation of the Fire Chief, that Paul Cameron, Station Chief BBD&E Station and Jeff Kirkham, Station Chief South Sherbrooke Station, be appointed as Acting Fire Chief, with the accompanying responsibilities and authority, on a rotational basis during the absences of the Fire Chief, in the 2010 calendar year.

Carried
10-10

6.0 OLD BUSINESS

6.1 Fire Hydrant Agreement with Town of Perth Update

G. Saunders updated the Board on the Fire Hydrant Agreement with the Town of Perth. The agreement is still in progress and has yet to be signed.

6.2 South Sherbrooke Tanker Replacement RFP Update

G. Saunders reported that the South Sherbrooke Station's Tanker Replacement RFP was completed and then reviewed by the CAO and Clerk at Tay Valley Township. The RFP was then sent by invitation by five companies. The RFP opening has been scheduled for Thursday, January 28th, 2010.

6.3 Asset Management Update

G. Saunders reported that the first phase of the project is complete. Following the auditor's review of the tangible assets gathered and review of the Asset Management Policy, the valuation of the assets will take place.

Moved by: G. Code
Seconded by: R. Darling

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue approve the transfer of the remaining 2009 PSAB 3150 Implementation funds, in the amount of \$3,291 to the contingency reserve.

Carried
10-11

7.0 FIRE CHIEF UPDATE

G Saunders reviewed the following three (3) items and provided reports.

7.1 Billing Status

- 7.2 Fire Permits and Extensions
- 7.3 Fire Inspections
- 7.4 Response Hours / Costs to Date

G. Saunders noted the Response Hours/Costs to Date is deferred to the next meeting.

8.0 BBD&E STATION CHIEF UPDATE

P. Cameron updated the Board on the following items:

- fire calls;
- NFPA compliance;
- bunker gear;
- purchase of scene lighting;
- Traffic Safety training;
- training aids – Ontario Fire College Curriculum;
- training aids – seeking service club donation;
- water rescue – refresher training;
- rapid intervention training.

9.0 SOUTH SHERBROOKE STATION CHIEF UPDATE

J. Kirkham updated the Board on the following items:

- Accessibility – Customer Service Training;
- bunker gear – purchase of new bunker gear;
- Fire College training;
- training attendance;
- truck checks;
- SCBA maintenance program;
- HEP B shots;
- Health and Safety training at Rideau Lakes;
- Trainer/Facilitator course;
- equipment maintenance.

10.0 OPEN DISCUSSIONS – Agenda Additions

None

11.0 INCAMERA

Moved by: G. McConnell
Seconded by: W. Jordan

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue move to an incamera session at 8:50 pm to discuss Labour Relations with Fire Chief invited to remain.

Carried
10-12

Moved by: W. Jordan
Seconded by: G. McConnell

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue return to a regular session at 9:25 pm.

Carried
10-13

Moved by: G. Code
Seconded by: A. Churchill

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue move to an incamera session at 9:28 pm to discuss a Labour Relations with the Administrative Assistant invited to remain.

Carried
10-14

Moved by: W. Jordan
Seconded by: G. McConnell

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue return to a regular session at 9:40 pm.

Carried
10-15

Rise and Report

The Chair rose and reported that the Board met in closed session to discuss two personnel matters with direction provided to the Fire Chief, and further that the Chair and Vice-Chair will meet with the Fire Chief to review outcome of the third personnel matter.

12.0 NEXT MEETING

The next meeting is scheduled for Thursday, February 18th, 2010.

13.0 ADJOURNMENT

Moved By: G. McConnell
Seconded By: A. Churchill

BE IT RESOLVED THAT the Board of the Drummond North Elmsley Tay Valley Fire Rescue adjourn their regular meeting.

Adjourned at 9:45 pm.

Carried
10-16