

**DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD**

Board Meeting – September 13, 2010  
**MINUTES**

**CALL TO ORDER:**

The Chairman called the meeting to order at 7:10 p.m.

**PRESENT:**

Chair:	Brian Campbell	
Councillors:	Aubrey Churchill	
	Wayne Jordan	(arrived at 8:10 p.m.)
	RoxAnne Darling	
	Gail Code	
Fire Chief:	Greg Saunders	
Station Chief:	Jeff Kirkham	
Recording Secretary	Marilyn Moore	

**REGRETS:**

Secretary-Treasurer:	Leslie Drynan
BBD&E Station Chief:	Paul Cameron

**FIRE BOARD - CALL TO ORDER 7:10 P.M.**

*MEMBERS WISHING TO DISCLOSE A PECUNIARY INTEREST DO SO NOW*

**1.0 ADDITIONS TO THE AGENDA**

None

**2.0 DELEGATIONS**

None

**3.0 MINUTES**

3.1 Regular Meeting – May 17<sup>th</sup>, 2010

Moved by: R. Darling  
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 May 17<sup>th</sup>, 2010 as circulated.

Carried  
10-33

#### 4.0 FINANCIAL REPORT

##### 4.1 Financial Status Update as at August 30<sup>th</sup>, 2010

**ACTION:** Receive as information

##### 4.2 Accounts as at August 30<sup>th</sup>, 2010

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 Accounts in the amount of \$112,962.48.”

Carried  
10-34

#### 5.0 NEW BUSINESS

##### 5.1 Bill 168 Violence in the Workplace Discussion

G Saunders reported that the fire department is reviewing the Drummond/North Elmsley Township policy with respect to this legislation. Updates will be provided at a future board meeting.

##### 5.2 2009 Operating Budget Year-end Surplus

G. Saunders reported on the proposed disposition of 2009 Operating Accounts surplus into specific Reserves accounts.

Moved by: R. Darling  
Seconded by: A. Churchill

**BE IT RESOLVED THAT,** the Board of the Drummond North Elmsley Tay Valley Fire Rescue approve the transfer of the 2009 surplus Operating Accounts as follows: Admin – transfer to Admin Reserves; BBD&E Station – transfer to BBD&E Apparatus Reserves; South Sherbrooke Station – transfer to South Sherbrooke Reserves.

Carried  
10-35

##### 5.3 Private Road Minimum Standards Discussion

G. Saunders informed the board of the need to have minimum standards for private roads within each township, the process required to apply the standard and communicate such standards to the property owner. This is a topic for further discussion at the township level.

##### 5.4 Snowplowing Tender Renewal

G. Saunders explained the snowplowing tender was up for renewal. Several options were discussed.

**ACTION:** Fire Chief was directed to renew the contracts of the current suppliers for snowplowing services at the South Sherbrooke Station, the dry hydrant at the Fergusons Falls Road and the dry hydrant at Black Creek. Snowplowing services for the BBD&E Station, and Pike Lake dry hydrant will be put out for tender. The new fire station in South Sherbrooke will be discussed with Tay Valley Township and others.

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

**BE IT RESOLVED THAT,** the Board of the Drummond North Elmsley Tay Valley Fire Rescue directs the Fire Chief to proceed with the Snowplowing Tender process.

Carried  
10-36

5.5 Office Cleaning Tender Discussion

G. Saunders explained that it has been some time since the Office Cleaning service was re-tendered. A list of cleaning duties would be prepared and the tender process discussion will be updated at a later date, including a discussion on the cleaning service to be provided at the new fire station in Maberly.

5.6 Potential Grow-Op Charges

G. Saunders shared an example of a recent incident involving a grow-op at a residence in the fire department coverage area. Grow-ops are increasing in frequency in this area and the O.P.P. and Fire Marshal's office investigate such incidences together. The endorsement of the Fire Chief is being sought as charges are occurring, on a more prevalent basis, through the Fire Code. This involves an investigation by the Fire Chief and probably court time.

5.7 Firefighter Remuneration Review

This item is deferred to the next Fire Board meeting.

**ACTION:** Chief Saunders to gather information from municipalities in Lanark and Rideau Lake Counties.

5.8 Recruitment – South Sherbrooke Probationary Firefighter

G. Saunders updated the board on recruitment efforts at the S. Sherbrooke Station. N. Jones application was received, interviews conducted and the physical testing and employment documentation would follow.

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 hiring of Probationary Firefighter Nathan Jones, South Sherbrooke Station, pending successful completion of the physical testing and submission of required documentation.

Carried  
10-37

5.9 Insurance Tender Discussion

G. Saunders reported that the contract for fire department insurance coverage is currently up for renewal. Currently the fire department is insured by Cowan Insurance through Crain & Schooley Insurance.

**ACTION:** Chief Saunders is directed to renew the contract with Crain & Schooley Insurance for a term of one year during which time a review of insurance options will be undertaken.

5.10 Secretary-Treasurer/Administrative Assistant Position Review

Moved by: A. Churchill  
Seconded by: R. Darling

**BE IT RESOLVED THAT,** the Board of the Drummond North Elmsley Tay Valley Fire Rescue move to an incamera session at 8:00 p.m. to discuss an identifiable personal item with the Fire Chief and Administrative Assistant invited to remain.

Carried  
10-38

Moved by: W. Jordan  
Seconded by: A. Churchill

**BE IT RESOLVED THAT,** the Board of the Drummond North Elmsley Tay Valley Fire Rescue return to a regular session at 8:20 p.m.

Carried  
10-39

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

**BE IT RESOLVED THAT,** the Board of the Drummond North Elmsley Tay Valley Fire Rescue approve the hiring of a full-time (35 hours per week) Administrative Assistant reporting to the Fire Chief and that the Fire Chief proceed with the recruitment process.

Carried  
10-40

5.11 Billing and Recovery of Costs Policy Discussion

G. Saunders discussed the current process utilized to bill for violations of burning (fire permits) by-laws of each township and recovery of costs. Also discussed was the process for charging out-of-township residents. A policy is currently being drafted for presentation at the next board meeting.

## 6.0 OLD BUSINESS

### 6.1 South Sherbrooke Station – new Fire Hall update

G. Saunders updated the board on progress to date on the new Fire Hall at Maberly.

### 6.2 South Sherbrooke Station – Tanker Replacement Update

G. Saunders reported that the new South Sherbrooke Tanker is nearing delivery. There are still discussions occurring on extended warranty and resolving vehicle issues.

### 6.3 Lanark County Communications Infrastructure - Update

G. Saunders reported that the new Communications Infrastructure for Lanark County is up and running. A noticeable improvement on the coverage area has been noted.

### 6.4 Water Tanks – Update

G. Saunders reported that the water tanks at Drummond/North Elmsley Township's Drummond garage are nearing completion. There is still work to be done – welding of water shoots; water pumped in; backfilling of tanks. Each water storage tank will work independently of the other with each holding 10,000 gallons of water. G. Saunders acknowledged the help received from the D/NE Roads Department.

In addition, the addition of a dry hydrant at the Innisville site has received verbal approval only and we are waiting on written Mississippi Valley Conservation Authority approval.

### 6.5 BBD&E Station – Pumper 50 Replacement (RFP)

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

**BE IT RESOLVED THAT**, the Board of the Drummond North Elmsley Tay Valley Fire Rescue directs the Fire Chief to proceed with the BBD&E Station Pumper Replacement RFP process.

Carried  
10-41

## 7.0 FIRE CHIEF UPDATE

G. Saunders reviewed the Billing Status, Fire Permits and Extensions, Fire Inspections and Response Hours / Costs to Date.

G. Saunders also reported on the following:

- all trucks have been serviced and safetied;
- pump tests have been completed;
- new SCBA's filling station complete;
- attended groundbreaking of new fire station at Maberly;
- waiting on Smiths Falls F.D. for fire service agreement update;
- Safety First Booklets for Fire Prevention Weeks received;
- prepared and conducted Emergency Exercise on June 29<sup>th</sup>;
- attending Fire College course next week;

- working on RFP for new BBD&E Station pumper;
- attended Camp Davern for fire extinguisher demonstration;
- attended Lake 88.1 Saturday morning show to talk about the fire department and fire prevention activities;
- pursued with MTO and Dave Holbrook the set up firefighter driver training.

## 8.0 BBD&E STATION CHIEF UPDATE

On behalf of P. Cameron, Chief Saunders reported on the following:

- RIT training was conducted at Perth's old Drew house;
- auto extrication training was conducted;
- reviewed buildings on Hwy. # 7 for apparatus set up;
- training conducted on fuel spills;
- conducted Smoke Detector Blitz (90 homes in the BBD&E coverage area);
- performed a rescue demonstration at Perth Fair;
- Map Books were completed of coverage area roads.

## 9.0 SOUTH SHERBROOKE STATION CHIEF UPDATE

J. Kirkham reported on the following:

- driver training (MTO approved) to be conducted;
- Muscular Dystrophy toll in Maberly collected \$1,100;
- Unit # 109 was on display at the Maberly Fair;
- customized name tags are being prepared;
- conducted Smoke Detector Blitz August 14<sup>th</sup> (cottages blitzed);
- WHMIS training being conducted;
- trucks safetied.

## 10.0 OPEN DISCUSSIONS – Agenda Additions

Discussed post-amalgamation consistency - most items standardized where possible. One of the last issues still to be addressed is the use of shoulder flashes to indicate own station identify and the use of DNETV Fire Rescue flashes. The Fire Chief is looking to form a committee comprised of firefighters from each station to discuss and resolve the issue.

## 11.0 IN-CAMERA

Addressed above

## 12.0 NEXT MEETING

At the Call of the Chair.

## 13.0 ADJOURNMENT

Moved By: G. Code  
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 9:08 pm.

Carried

10-42