



## CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD AGENDA

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### **November 19, 2018, 7:00 PM, Arran-Elderslie Council Chambers**

1. Declaration of Pecuniary Interests
2. Minutes of Previous Meeting
  - i. February 15, 2018  
**Recommendation:** Be it resolved that the Chesley and Area Fire Department Joint Board adopts the minutes of the Regular Joint Board meeting held on February 15, 2018.
3. Business
  - a) Fire Chief's 2018 Year End Report
    - i. **Recommendation:** Be it resolved that the Chesley and Area Fire Department Joint Board accepts the Fire Chief's report for information purposes.
  - b) 2018 Year End Financial Statement
    - i. **Recommendation:** Be it resolved that the Chesley and Area Fire Department Joint Board accepts the 2018 Year End Financial Statement for information purposes.
4. New Business
5. Next Meeting Date
6. Adjournment

# CHESLEY & AREA FIRE DEPARTMENT JOINT BOARD

Thursday, February 15<sup>th</sup>, 2018  
1:00 p.m.  
Arran-Elderslie Municipal Office  
Chesley, Ontario

## MINUTES

A meeting of the Chesley & Area Fire Department Joint Board was held on Thursday, February 15<sup>th</sup>, 2018 at the Arran-Elderslie Municipal Office.

**Present:** Scott Mackey – Township of Chatsworth  
Shawn Greig – Township of Chatsworth  
Mark Davis – Arran-Elderslie  
Doug Bell – Arran-Elderslie  
Brian Dudgeon – Arran-Elderslie

**Staff Present:** Robert Bell – Fire Chief, Chesley Fire  
Peggy Rouse, Clerk-Administrator, Arran-Elderslie  
Connie McKinnon – Deputy Clerk, Arran-Elderslie  
Patty Sinnamon – CAO/Clerk, Township of Chatsworth

### 1. **Declaration of Pecuniary Interests:**

No disclosures of pecuniary interests were made by the board.

### 2. **Election of Chairperson**

Moved by: Scott Mackey  
Seconded by: Doug Bell

*Be It Resolved*, That Chesley & Area Fire Department Joint Board appoint Mark Davis Chair of the Chesley & Area Fire Department Joint Board for 2018.

Carried

### 3. **Approval of Minutes**

Moved by: Brian Dudgeon  
Seconded by: Shawn Greig

*Be It Resolved*, That Chesley & Area Fire Department Joint Board adopt the minutes of the Regular Board meeting held on Tuesday, February 14<sup>th</sup>, 2017, as circulated.

#### 4. **Fire Chief's Report**

The Fire Chief presented the following report on the status of the Chesley and Area Fire Department and its ongoing operations.

##### **SUMMARY OF RESPONSES 2017**

- Sixty (60) incidents
- 46 Arran-Elderslie , 13 Chatsworth Twp., 1 Brockton  
8 Fires, 16 Ambulance Assist/MVC, 9 False Alarms
- 2018 Year-to-date – (14), 7 Arran-Elderslie, 7 Chatsworth Twp

##### **SUMMARY OF TRAINING**

- Six (6) members completed NFPA Instructor Level 2
- Two (2) members completed NFPA Instructor Level 2
- Two (2) members completed Public Information Officer
- Two (2) members completed Officer Training with Saugeen Shores FD
- Chief completed two (2) fire inspection courses
- Total staff training hours – 532 hours

##### **APPARATUS REVIEW**

- **Pumper 91 – 2005 Freightliner**, required some repairs following regular pump testing, at present no issues.
- **Pumper 92** – regular pump testing conducted, at present no issues.
- **Tanker 94 – 2007 Freightliner**, at present no issues.
- **Rescue 96, 2000 GMC** – required air compressor replacement, at present no issues.

##### **EQUIPMENT REVIEW**

- Replacement Thermal Imaging Camera purchased
- Second Gas Monitor purchased
- Pressure Washer replaced
- Damaged ladder required replaced

## **SUMMARY OF PREVENTION and INSPECTIONS**

- Total of Nineteen (19) inspections completed and/or ongoing to-date

## **PLANS FOR PREVENTION AND INSPECTIONS**

- Continue with inspections upon request and complaint as well as routine inspections.

## **SUMMARY OF PUBLIC EDUCATION ACTIVITIES**

- 42 Staff hours for various presentations, public function attendance

## **ADMINISTRATION TOPICS**

- Improvement to electronic document and records retention
- Expansion of notification/ back up paging system to all AE Fire Stn's

## **NEW BUSINESS**

Turnout Gear Replacement Process – Ten year service date is approaching for several sets of gear. This years and following minor capital budgets will reflect the cost of replacing 3-5 sets of gear per year until replacements complete.

SCBA Bottle purchases – With a 15 year service life of our air bottles and a need to increase our total number of bottles, approx \$2200 of minor capital will be used to fund this project.

Mandatory Certification and Training Update - On January 25, the Ministry of Community Safety and Correctional Services (MCSCS) released two proposed regulations under the *Fire Protection and Prevention Act, 1997* (FPPA) related to new requirements for:

1. Mandatory training and certification for firefighters; and
2. Community risk assessments to inform the delivery of fire protection services

Replacement of Truck Bay Lights – Funding moved from Bell Tower Reserves will be used to replace/update aging and failing lighting in truck bay.

5. **New Business**

**a) Mandatory Certification & Training**

The Discussion took place on the Ministry of Community Safety and Correctional Services prepossessed regulations regarding new requirements for mandatory training and certification for firefighters.

Moved by: Scott Mackey  
Seconded by: Doug Bell

*Be It Resolved,* That Chesley & Area Fire Department Joint Board recommend to our respective Council's that correspondence be sent to the Ministry of Community Safety and Correctional Services regarding the boards concerns with the proposed regulations under the Fire Prevention & Protection Act related to requirements for mandatory training and certification; including the cost involved, extending the timeframe and implications on small rural municipalities.

Carried

**b) Replacement of Truck Bay Lights**

The Fire Chief presented a report on the National Fire Protection Association training initiative being undertaken by the Arran-Elderslie Fire Services.

Moved by: Brian Dudgeon  
Seconded by: Shawn Greig

*Be It Resolved,* That Chesley & Area Fire Department Joint Board recommend to our respective Council's that the purchase of truck bay lights be finance from the Bell Tower Reserves to a maximum of \$4,500.00 (excluding tax).

Carried

**c) 2018 Draft Budget**

The board reviewed the 2018 draft budget presented by the Fire Chief.

Moved by: Brian Dudgeon  
Seconded by: Scott Mackey

*Be It Resolved,* That Chesley & Area Fire Department Joint Board approve the 2018 budget for submission to respective council's for consideration, in the amount of \$165,106.00.

Carried

6. **Next Meeting Date**

The next meeting date was set for Monday, September 10<sup>th</sup>, 2018 at 7:00 p.m. at the Municipal Office.

7. **Adjournment**

Scott Mackey moved to adjourn the meeting.

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**Chair, Mark Davis**

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**Secretary,  
Connie McKinnon**

## **Fire Chief's Update**

- 1) YTD Financial Statement (attached)
- 2) Incidents To Date - 69 (as of Nov 14<sup>th</sup>, 2018)
  - 46 - Arran-Elderslie
  - 20 - Chatsworth Twp
  - 1 - West Grey
  - 2 - Brockton
  - Fires – 14 (includes open air burns) resulting in \$488,000 in property loss and \$1,467,500 property saved. These calls also resulted in 3 fatalities, 1 civilian injury and 1 firefighter injury.
  - False Calls – 7 (intentional and equipment malfunction or proper operation)
  - Public Hazard – 4 (CO present, Propane leaks, Power Lines Down)
  - Medical – 14
  - Rescue – 8(motor vehicle collisions, high angle assistance from Saugeen Shores FD )
  - Other Response – 22 (assistance to other FD's(6), Police, Public Service and cancelled calls while on route(11))
- 3) Replacement of Truck Bay Lights completed with funds moved from Bell Tower Reserves.
- 4) Ten (10) SCBA bottles donated from Bruce Power at an approx cost of \$22,000.00
- 5) Air Conditioning installed in Station - funded by Bell Tower Reserves
- 6) Firefighters Association purchased and donated approximately

\$9,700.00 for helmet lights, extrication gloves, reciprocating saw and lifting air bags.

- 7) Aging valve in station replaced and alterations completed to enhance tanker filling process. Funded by hall rental at approximately \$2,000.00.
- 8) Ten year service date is approaching for several sets of gear. This years and following minor capital budgets will reflect the cost of replacing 5 sets of gear per year until replacements complete.
- 9) In process of bringing on some more members.

Tks



Robert Bell  
Fire Chief  
Chesley and Area  
Fire Department  
519-270-6512



**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2018 - From Period 1 To Period 10 Ending OCT 31,2018

Account	Description	Previous Year Total Actual	Current Year To Date Actual	Total Budget
<b>Fund: 01 Revenue Fund</b>				
<b>Category: 2???</b>				
<b>2012 Protection Services - Chesley Fire</b>				
<b>Revenue</b>				
01-2012-2528	PS (C) Fire - Bell Mobility Hydro	4,532.36	3,578.46	4,140.00
01-2012-2530	Bell Mobility Yearly Lease	0.00	8,500.00	0.00
01-2012-2575	PS (C) Fire - Donations	12,849.99	7,772.15	3,300.00
01-2012-2811	PS (C) Fire - Chatsworth Operating	54,695.91	46,795.08	52,000.00
01-2012-2812	PS (C) Fire - Chatsworth Capital	5,362.95	5,312.45	3,420.00
01-2012-2815	PS Chesley Fire-Misc Revenue	0.00	77.00	0.00
01-2012-2905	PS (C) Fire U/F - Inspections	1,210.00	550.00	1,200.00
01-2012-2911	PS (C) Fire U/F - Operations	2,531.47	11,326.30	3,285.00
<b>Total Revenue</b>		<b>81,182.68</b>	<b>83,911.44</b>	<b>67,345.00</b>
<b>Expense</b>				
01-2012-4060	PS (C) Fire - Wages Honorariums	12,999.47	7,875.00	14,500.00
01-2012-4061	PS (C) Fire - Wages Fire Calls	38,898.99	19,476.68	28,000.00
01-2012-4062	PS (C) Fire - Wages Fire Practice	12,082.48	6,170.68	12,000.00
01-2012-4063	PS (C) Fire - Wages Meetings	2,840.85	1,709.40	2,000.00
01-2012-4064	PS (C) Fire - Wages Mutual Aid	951.64	684.64	1,100.00
01-2012-4065	PS (C) Fire - Wages Educ & Training	10,950.00	2,597.76	10,500.00
01-2012-4066	PS (C) Fire - Wages Truck Check	0.00	0.00	500.00
01-2012-4067	PS (C) Fire - Wages Fire Prevention	4,376.21	995.84	3,800.00
01-2012-4068	PS (C) Fire - Wages Admin	3,938.67	3,078.13	2,800.00
01-2012-4069	PS (C) Fire - Wages Inspections	590.92	1,264.92	2,000.00
01-2012-4072	PS (C) Fire - Tara re Chatsworth	0.00	0.00	500.00
01-2012-4500	PS (C) Fire - Wages Benefits	12,624.08	5,041.26	8,000.00
01-2012-4510	PS (C) Fire - Wages Clothing	3,081.11	0.00	3,000.00
01-2012-7000	PS (C) Fire - Mat'l Admin Fees	3,000.00	0.00	3,000.00
01-2012-7004	PS (C) Fire - Mat'l Refill Air Bottles	2,403.77	3,379.57	1,500.00
01-2012-7008	PS (C) Fire - Mat'l Building Mtce	571.93	923.39	2,000.00
01-2012-7014	PS (C) Fire - Mat'l Conferences	983.20	1,154.82	1,000.00
01-2012-7020	PS (C) Fire - Mat'l Education	11,595.94	1,304.50	12,000.00
01-2012-7024	PS (C) Fire - Mat'l Equip Repair	1,937.95	619.21	2,000.00
01-2012-7026	PS (C) Fire - Mat'l Rechge Extinguishi	0.00	41.72	0.00
01-2012-7027	PS (C) Fire - Mat'l Fire Prevention	921.42	78.36	1,000.00
01-2012-7030	PS (C) Fire - Mat'l Gas/Fuel	1,489.29	1,393.34	1,650.00
01-2012-7034	PS (C) Fire - Mat'l Heat	2,260.56	2,406.45	2,000.00
01-2012-7040	PS (C) Fire - Mat'l Hydro	7,514.73	4,302.61	7,500.00
01-2012-7044	PS (C) Fire - Mat'l Insurance	12,345.67	11,758.63	10,402.00
01-2012-7048	PS (C) Fire - Mat'l Memberships	599.31	914.05	700.00
01-2012-7050	PS (C) Fire - Mat'l Mileage	4,784.88	763.54	2,000.00
01-2012-7052	PS (C) Fire - Mat'l Miscellaneous	2,444.18	1,352.32	2,400.00
01-2012-7056	PS (C) Fire - Mat'l Office Supplies	91.53	574.80	1,200.00
01-2012-7058	PS (C) Fire - Mat'l Communications	1,950.74	1,266.70	1,500.00
01-2012-7068	PS (C) Fire - Mat'l Radio Licence	810.00	810.00	810.00
01-2012-7083	PS (C) Fire - Mat'l Telephone	1,635.71	1,571.91	1,700.00
01-2012-7085	PS (C) Fire - Mat'l Small Tools	899.16	0.00	1,000.00
01-2012-7094	PS (C) Fire - Mat'l Vehicle Repair	6,233.91	5,057.41	7,000.00
01-2012-7095	PS (C) Fire - Mat'l Tanker Expenses	2,057.84	559.31	1,800.00
01-2012-7097	PS (C) Fire - Mat'l Water/Sewer	1,547.26	1,258.19	1,600.00
01-2012-7100	PS (C) Fire - Contract Audit	2,100.00	0.00	2,100.00
01-2012-7110	PS (C) Fire - Contract Dispatch	6,125.71	6,160.68	6,200.00

# General Ledger

## Annual Department Budget vs. Actual Comparison Report Fiscal Year Ending: DEC 31,2018 - From Period 1 To Period 10 Ending OCT 31,2018

Account	Description	Previous Year Total	Current Year To Date	Total Budget
		Actual	Actual	
01-2012-7134	PS (C) Fire - Contract Misc	3,730.27	2,941.47	3,700.00
01-2012-7600	PS (C) Fire - Minor Capital	15,635.42	9,510.92	0.00
01-2012-7700	PS (C) Fire - Trans to Reserves	4,655.80	8,500.00	0.00
<b>Total Expense</b>		<b>203,660.60</b>	<b>117,498.21</b>	<b>166,462.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(122,477.92)</b>	<b>(33,586.77)</b>	<b>(99,117.00)</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>(122,477.92)</b>	<b>(33,586.77)</b>	<b>(99,117.00)</b>

Fund: 02 Capital Fund

Category: 2???

2012 Protective Services-Chesley Fire

Revenue				
02-2012-2620	Contrib from Reserves	3,502.72	5,217.01	0.00
02-2012-2700	Chesley Fire - Contr from Donations	14,000.00	5,438.00	0.00
<b>Total Revenue</b>		<b>17,502.72</b>	<b>10,655.01</b>	<b>0.00</b>
Expense				
02-2012-7052	Materials	17,502.72	10,655.01	0.00
<b>Total Expense</b>		<b>17,502.72</b>	<b>10,655.01</b>	<b>0.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## General Ledger

### Annual Department Budget vs. Actual Comparison Report Fiscal Year Ending: DEC 31,2018 - From Period 1 To Period 10 Ending OCT 31,2018

Account	Description	Previous Year Total Actual	Current Year To Date Actual	Total Budget
<b>REPORT SUMMARY</b>				
01-2012	Protection Services - Chesley Fire	81,182.68	83,911.44	67,345.00
Fund 01 Total Revenue		81,182.68	83,911.44	67,345.00
01-2012	Protection Services - Chesley Fire	203,660.60	117,498.21	166,462.00
Fund 01 Total Expenditure		203,660.60	117,498.21	166,462.00
Fund 01 Excess Revenue Over (Under) Expenditures		(122,477.92)	(33,586.77)	(99,117.00)
02-2012	Protective Services-Chesley Fire	17,502.72	10,655.01	0.00
Fund 02 Total Revenue		17,502.72	10,655.01	0.00
02-2012	Protective Services-Chesley Fire	17,502.72	10,655.01	0.00
Fund 02 Total Expenditure		17,502.72	10,655.01	0.00
Fund 02 Excess Revenue Over (Under) Expenditures		0.00	0.00	0.00
Report Total Revenue		98,685.40	94,566.45	67,345.00
Report Total Expenditure		221,163.32	128,153.22	166,462.00
Report Excess Revenue Over (Under) Expenditures		(122,477.92)	(33,586.77)	(99,117.00)

