

**Douglas Fire Committee
Agenda
May 10, 2023**

- 1. Call to Order**
- 2. Declaration of Pecuniary Interest**
- 3. Approval of Agenda**
- 4. Approval of minutes of last Regular Meeting**
 - Amend March 8, 2023 minutes to reflect Kelly Coughlin title to Treasurer—Deputy CAO Clerk
- 5. Old Business**
 - Dispatch update
 - Generator update
 - Building update
 - SCBA update
- 6. Correspondence**
 - letter from CAO/Clerk Jennifer Charkavi
- 6. New Business`**
- 7. Fire Chief Report**
 - report on McNab/Braeside flashover presentation
- 8. Bills and Accounts**
- 9. Open Discussion**
- 10. Next Meeting**
- 11. Adjourn**

**Douglas Fire Committee
Regular Meeting
April 19, 2023**

The regular meeting of the Douglas Fire Committee was called to order by Chairman Kevin LeGris. Present were Harry Stuart, Nathan Harris, Daryl Thom, Fire Chief Bill McHale and Deputy Fire Chief Patrick Donohue. There were no conflicts of interest.

It was moved by Daryl Thom and seconded by Nathan Harris that the minutes of the March 8, 2023 meeting be approved as read.

Carried

In Old Business there was fourteen (14) Fire Personal accepted into the Legacy Certification. This is a major accomplishment. Many thanks to Fire Chief Bill McHale for his detailed reports and multiple hours of work. There are now five fire personnel to be certified. All need to be certified by 2025. Chief Bill and Deputy Chief Patrick have been to several fire chief meetings regarding the dispatch system. The computer that is being used to dispatch at the CACA Centre is from 1994 and need to be replaced. The replacement cost is \$360,876.80. Talk on upgrading the dispatch system has been ongoing since 2008. During the recent ice storm, the fire dispatch was out. Deputy Chief Patrick was to get a quote on generator costs, but it had not been received by the meeting. The Health and Safety Committee are to meet with CAO/Clerk Jennifer on May 4th.

In Correspondence and emails were received from Kelly Coughlin, Treasurer—Deputy CAO/Clerk regarding an error in Fire Captain's pay rate and a notice of the annual Fire Remuneration payout date. A copy of the revised budget was reviewed and several questions arose.

In new business the burning by-law was discussed. Extending the time period of no burn permits being issued was the main concern and after talking about the number of less grass fires and the number of firefighters during the week it was decided to make no changes.

The fire chief reminded the committee of the flash over presentation in McNab Braside that is happening the first weekend in May. A firm time for Douglas is to be determined. Fire Chief Bill and fireman Hayden McIntyre attended the NEFC in Huntsville in March. Main concentration was on electric vehicles, lithium batteries, e-bikes and cancer related deaths in the fire fighting profession. Chief Bill felt it was not near as good a conference as prior years.

It was moved by Nathan Harris and seconded by Harry Stuart that the fire chief's report be accepted as presented.

Carried

It was moved by Harry Stuart and seconded by Daryl Thom that the payment voucher Dated April 12, 2023 in the amount of \$12,735.54 be paid.

Carried

In open discussion the future purchase of a truck was discussed and noted that there is a line in the revised budget. Front line trucks are less than fifteen years with a five-year grace period. After this period of time the insurance increases. There is about a 28-32 month wait time for delivery. Chairman Kevin talked about the new addition to the existing fire hall. The purchase of SCBA's was not on the budget and the whole committee felt it needed to be a line item. SCBA's were noted on last years budget as a large capital purchase item as they are a major part of the health and safety of the fire personnel. A motion was drawn up and the committee members felt that fire chief Bill should present it at the meeting both he and deputy fire chief Patrick would be attending on April 20th at the municipal office.

It was moved by Nathan Harris and seconded by Daryl Thom: Where as the Douglas Fire Committee was of the opinion that the township had been tasked with the purchase of Replacement SCBA equipment to replace the existing apparatus that is approaching end of life – However, that is no the case and as such is a risk that the fire fighter’s safety could be compromised -Therefore, be it resolved that this committee recommends to council that money be added to this years budget to source and purchase equipment as needed.

Carried.

It was moved by Harry Stuart to adjourn.



TOWNSHIP OF ADMASTON/BROMLEY

477 Stone Road Renfrew, ON K2V 3Z5

April 13, 2023

**Bill McHale
Fire Chief
Douglas Fire Department
5226 Queen Street, PO Box 142
Douglas ON K0J 1S0**

Dear Fire Chief Bill McHale and Members of the Douglas Fire Department:

Council of the Township of Admaston/Bromley will be hosting our Canada Day celebration on Saturday, July 1, 2023, at St. Michael's Catholic School, 5366 Highway 60, Douglas.

The start time of our celebration is 11:00 am with the official ceremonies scheduled to begin at 1:00 p.m. with a welcome from Mayor Michael Donohue and the singing of 'O Canada' followed by the presentations to the honorees for "Citizen, Youth Citizen and Senior of the Year" awards.

We would appreciate members of the Douglas Fire Department at our celebration as the young people look forward to meeting the firefighters and of course checking out the fire truck. If the volunteer fighters could provide some fire safety material and handouts for the youngsters, it would be a very positive addition to our Canada Day Celebration. And of course, "Sparky" has an open invitation to attend when his schedule allows.

We look forward to your positive response to this invitation.

Sincerely,

**Jennifer Charkavi
CAO/Clerk**

**Douglas Fire Committee
Fire Chief Report
May 06, 2022**

Date	Men	Hrs	Where	What
Apr 11	02	04	Practice	Emergency Management meeting
Apr 12	01	04	Practice	Chief's meeting
Apr 12	10	20		Wood pile
Apr 14	04	10	Practice	Zoom meeting OFM
Apr 15	07	07		False alarm
Apr 15	04	24	Practice	Weekend truck checks
Apr 17	15	30	Practice	
Apr 18	01	03		Clean fire hall
Apr 19	02	06	Practice	Fire committee meeting/reports
Apr 20	02	06	Practice	Emergency Management/Council
Apr 23	03	07	Practice	Weekend truck checks
Apr 24	13	26	Practice	SCBA/culvert & wall training
Apr 26	01	03		Clean fire hall
Apr 30	03	06	Practice	Weekend truck checks
Apr 30	02	23	Practice	prep school visits/burn permits
May 1	12	24	Practice	Search & Rescue at rec hall

**Douglas Fire Department
2022 Fire Costs**

Month	Fire	Practice	Standby Fees	Total Mthly Costs
	Rate/Hr	Rate/Hr	Rate/Wk	
	0.00	0.00	0.00	
January	277	250	4	
Total Cost	5822.37	7165.40	1200.00	14,187.77
February	94	106	4	
Total Cost	3,041.58	3,367.00	1200.00	7,608.58
March	100	136	4	
Total Cost	3,228.78	4985.89	1200.00	9,414.67
April	82	230	5	
Total Cost	2,769.25	8065.51	1500.00	12,334.76
May	0	0	4	
Total Cost	0.00	0.00	1200.00	1,200.00
June	0	0	4	
Total Cost	0.00	0.00	1200.00	1,200.00
July	0	0	5	
Total Cost	0.00	0.00	1500.00	1,500.00
August	0	0	4	
Total Cost	0.00	0.00	1200.00	1,200.00
September	0	0	5	
Total Cost	0.00	0.00	1200.00	1,200.00
October	0	0	4	
Total Cost	0.00	0.00	1500.00	1,500.00
November	0	0	4	
Total Cost	0.00	0.00	1200.00	1,200.00
December	36	48	4	
Total Cost	1175.48	2760.16	1200.00	5,135.64
Total Hours	589	770		
Total Cost	16037.46	\$ 26,343.96	\$15,900.00	\$ 57,681.42

Douglas Fire Department
Budgetary Control Report
As of April 30, 2023

	Current	Year to Date	Budget	Variance
REVENUES				
Fire Levy	45,000.00	45,000.00		45,000.00
Investment Income	86.50	254.43		254.43
Fire-Miscellaneous	170.00	170.00		170.00
TOTAL REVENUES:	45,256.50	45,424.43	0.00	45,424.43

EXPENDITURES

Fire Employment Costs				
Fire Wages	9,114.67	30,911.02		(30,911.02)
Total Fire Employment Costs:	9,114.67	30,911.02	0.00	(30,911.02)

Overhead				
Prevention	1,709.73	1,852.19		(1,852.19)
Grounds & Building	70.00	1,114.23		(1,114.23)
Total Overhead:	1,779.73	2,966.42	0.00	(2,966.42)

Vehicle				
Equipment Maintenance	53.33	222.12		(222.12)
Vehicle Maintenance	3,999.18	4,572.44		(4,572.44)
Total Vehicle:	4,052.51	4,794.56	0.00	(4,794.56)

Douglas Fire Department
Budgetary Control Report
As of April 30, 2023

	Current	Year to Date	Budget	Variance
Utilities				
Hydro-Fire	163.97	357.28		(357.28)
Heat	1,555.68	5,910.97		(5,910.97)
Total Utilities:	1,719.65	6,268.25	0.00	(6,268.25)
Miscellaneous				
Food		250.39		(250.39)
HST	726.86	1,354.70		(1,354.70)
Health & Safety	993.75	4,183.75		(4,183.75)
Mutual Aid		100.00		(100.00)
Total Miscellaneous:	1,720.61	5,888.84	0.00	(5,888.84)
Communication				
Telephone	715.75	1,226.94		(1,226.94)
Total Communication:	715.75	1,226.94	0.00	(1,226.94)
TOTAL EXPENDITURES:	19,102.92	52,056.03	0.00	(52,056.03)
SURPLUS	26,153.58	(6,631.60)	0.00	(6,631.60)

Reserves

Capital Asset Purchases

Unfunded Capital Investment

Total Year End Adjusted Surplus