

Douglas Fire Committee

Agenda
September 13, 2023

1. Call to Order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Approval of minutes of last Regular Meeting
5. Old Business
 - Dispatch update-verbal
 - Generator update-verbal
 - Building update: Generac and septic-Verbal
 - SCBA Purchase-Verbal
6. Correspondence
 - email from Treasurer-Deputy CAO/Clerk
7. New Business
 - Dry Hydrant at Douglas-verbal
 - Douglas Beach-verbal
 - Dispersal of old equipment-verbal
 - Fire Prevention Week-verbal
 - Canadian Nuclear Laboratory new RTC-verbal
8. Fire Chief's Report
 - July, August and September Reports
9. Bills and Accounts
 - July, August and September Vouchers
10. 2023 Fire Cost Update
11. Budgetary Control Report August 31, 2023
12. Open Discussion
13. Next Meeting—October 11, 2023 7:00 p.m.
14. Adjourn

TOWNSHIP OF ADMASTON/BROMLEY

DOUGLAS FIRE COMMITTEE

MINUTES

Wednesday June 14, 2023

At 7:00 p.m.

Present were Chair Kevin LeGris and Committee Members Nathan Harris, Ken Keill, Harry Stuart, Fire Chief Bill McHale and Deputy Fire Chief Patrick Donohue. Regrets Daryl Thom.

1 Chair Kevin LeGris called the meeting to order at 7:00 p.m.

2 Declaration of Pecuniary Interest – None

3 Approval of Agenda

Moved by Nathan Harris and seconded by Ken Keill

**BE IT RESOLVED that the agenda for the June 14, 2023 meeting of the Douglas Fire Committee
Be approved.**

“Carried”

4 Approval of Minutes of May 10, 2023 meeting

Moved by Ken Keill and seconded by Nathan Harris

BE IT RESOLVED that the minutes of the May 10, 2023 meeting be approved as read.

“Carried”

5 Old Business

DISPATCH UPDATE—equipment should be updated by the end of July 2023.

GENERATOR UPDATE—Deputy Fire Chief Patrick Donohue reported that the generator is in stock and should be installed by the end of July 2023

BUILDING UPDATE—Chair Kevin LeGris reported that grant money could be used to install the septic system. This system should be completed before the years end.

SCBA UPDATE—Fire Chief Bill McHale reported that he spoke to A.J. Stone about the costing of the SCBA'S and had the price reduced by about \$17,000.00. The total cost will be about \$189,000.00

6 Correspondence

FINANCIAL STATEMENTS

A copy of the financial statements for the year 2022 were received and reviewed. Chairman Kevin LeGris walked the committee through the statements.

FIRE BUDGET

A copy of a revised fire budget was received and the changes were reviewed. The township budget has already been passed.

CAPITAL COSTS

A charted capital cost for the 2023 budget was reviewed.

7 Service Medals for Canada Day

After several email CAO/Clerk Jennifer Charkavi is going to apply for the "Fire Services Exemplary Service Medal" for several of the fire personnel. These Medals will not be available for presentation at the Canada Day Celebrations year.

8 Fire Chief's Report

The flash over course that was hosted at McNab Braeside Township in May will be coming back next year. It was put on by the Fire Marshall's office and was a valuable learning tool. Both the Fire Chief and the Deputy Fire Chief expressed their gratitude for the courses being this close to home and the courses value to helping in the "legacy" of the fire personnel.

Moved by Nathan Harris and seconded by Harry Stuart

BE IT RESOLVED that the fire chief's report dated June 8, 2023 be approved as presented.

"Carried"

9 Bills and Accounts

The payment voucher dated June 9, 2023 was reviewed.

It was moved Harry Stuart and seconded by Ken Keill

BE IT RESOLVED that the payment voucher dated June 9, 2023 in the amount of \$4,729.83 be paid.

"Carried"

BE IT RESOLVED THAT the secretary pay the bills and accounts for July and August 2023.

"Carried"

10 2023 Fire Cost Update

The report was reviewed.

11 Budgetary Control Report May 31, 2023

The report was reviewed.

12 Open Discussion

Fire Chief Bill McHale reported the CNL is now a full member of the fire chief's association. The personnel at CNL are very close to being able to do certification. They also have a full training facility. Fire Chief Bill McHale also spoke on a Cancer Prevention Program. The Cancer Prevention Program was one of the main topics at the Eastern Ontario Fire Conference in March 2023.

Chair Kevin LeGris mentioned that township council would like to see all the committee involved in the fire budget in the coming years. Chair Kevin LeGris reported more information on the building—quotes for the septic system, wish lists and drawings.

A discussion on the committee being dissolved evolved. The chief feels that the committee had value to him and the fire department in general benefits from their knowledge. Chair Kevin LeGris said council has made no movement to date on this matter.

13 Next Meeting

September 13, 2023 at the fire hall at 7:00 p.m.

14 Adjourn

BE IT RESOLVED that the meeting be adjourned at 8:58 p.m.

"Carried"

FW: Douglas Fire Hall Septic

New Building

Search for all messages with label New Building

Remove label New Building from this conversation



Kelly Coughlin

Wed, Aug 23,
8:04 AM

to me, Bill, Jennifer

Hello Cathy,

I have been directed to pay this invoice re: relocation of the septic system. This expense has been recorded to 50-30-230 Fire Capital. You will see this in the August Budget control report.

Kelly Coughlin

Treasurer – Deputy CAO/Clerk

Township of Admaston/Bromley

Office Address: 477 Stone Road, R.R. #2 Renfrew, Ontario K7V 3Z5

Telephone: (613) 432-2885

Fax: (613) 432-4052

E-mail Address: treasurer@admastonbromley.com

From: Jennifer Charkavi <cao@admastonbromley.com>

Sent: Tuesday, August 22, 2023 8:02 PM

To: Kelly Coughlin <treasurer@admastonbromley.com>

Subject: Fwd: Douglas Fire Hall Septic

Kelly please process.

Sent from my iPhone

Begin forwarded message:

From: Phyllis Forgie <inquiries@barrfarms.ca>

Date: August 22, 2023 at 2:42:21 PM EDT

To: Jennifer Charkavi <cao@admastonbromley.com>

Subject: RE: Douglas Fire Hall Septic

Hi Jennifer,

The new septic system at the above mentioned address was completed on August 16th 2023. Please find attached Invoice #2377 along with a septic diagram and instructions for the septic tank filter maintenance. If you have any questions please call.

Thanks for the job,

Phyllis

Per Tom Barr

Fulchers Septic

613-649-2716

**Douglas Fire Committee
Fire Chief Report
July 12, 2022**

Date	Men	Hrs	Where	What
June 9	11	32	Hwy 60 & Bonnechere Rd	RV in ditch
June 9	03	08	176 Ferguslea Rd	Campfire rekindle
June 11	02	02	Practice	Weekend truck checks
June 11	01	20	Practice	Mutual Aid Plan/chief's meeting CAO meetings/Cancer program False alarms/truck calls/misc calls
June 12	16	32	Practice	Pump training/cancer roll out
June 13	01	03	Gwen Brohart	Clean fire hall
June 18	02	04	Practice	Weekend truck checks
June 19	11	22	Practice	Rope & Knot practice
June 21	05	15	1072 English Rd	MVA
June 22	01	13	Practice	Building shelf for clothing
June 23	03	06	Practice	Weekend truck checks
June 23	06	12	Hwy 60 & Cheese Factory RD	MVA
June 26	14	28	McPeak & Patterson RD	tree on hydro line
June 27	01	03	Gwen Brohart	Clean fire hall
June 29	07	07	5260 Hwy 60	called cancelled
June 29	03	06	9 McMahan Rd	MVA
July 1	02	05	Practice	Weekend truck checks
July 1	04	06	Practice	Canada Day prep
July 2	07	21	494 Fourth Chute Rd	MVA
July 3	12	48	Hwy 60 & Cobden Rd	MVA
July 4	03	09	897 English Rd	Fire warning issued
July	02	19	Practice	Administration hours
July 9	03	09	Practice	Weekend truck checks
July 10	09	18	Practice	Clean out old gear
July 12	01	06	Gwen Brohart	Clean fire hall
July 12	01	02	Practice	Picking up material
July 12	06	12	89 English Rd	MVA

**Douglas Fire Committee
Fire Chief Report
August 9, 2022**

Date	Men	Hrs	Where	What
July 14	06	06	Practice	Weekend truck checks
July 17	11	33	Practice	A J Strone configure SCBA's
July 18	02	04	Practice	Opeongo soccer fun night
July 21	07	21	Haley Rd/Rosebank	tree on hydro line
July 22	02	05	Practice	Weekend truck checks
July 24	11	22	Practice	Dry hydrant test
July 25	01	03	Gwen Brohart	Clean fire hall
July 26	11	35	531 Cheese Factory Rd	Hay heating
July 30	10	20	Chris Ruddy & Labombard Rd	MVA
July 30	05	07	Practice	weekend truck checks
July 21	01	04	Practice	repair air compressor
Aug 2	08	24	Hwy 60 & Grist Mill Rd	MVA
Aug 4-6	03	06	Practice	Weekend truck checks
Aug 8	01	03	Gwen Brohart	Clean fire hall
Aug 8	03	03	Practice	Truck to garage for safety
Aug 8	13	26	Hwy 60 & Dillabough rd	MVA

**Douglas Fire Committee
Fire Chief Report
September 8, 2022**

Date	Men	Hrs	Where	What
Aug 11	02	44	Practice	2 men Z licence course
Aug 14	24	40	Practice	Fit testing SCBA
Aug 15	06	12	248 Burwell Rd	Car fire
Aug 16	01	03	Gwen Brohart	Clean fire hall
Aug 19	02	04	Practice	Weekend truck checks
Aug 21	05	10	Practice	Roll hose/install new line in porta tank
Aug 24	01	03	Gwen Brohart	Clean fire hall
Aug 26	01	02	64 Triple H Lane	Fire/smoke complaint
Aug 27	03	09	Practice	Weekend truck checks
Aug 27	05	20	Practice	CNL training centre
Sept 1	03	06	Practice	Weekend truck checks
Sept 2	05	10	Cobden & Wolftown Rd	cancelled enroute
Sept 2	10	20	985 Dillabough Rd	Round Baler
Sept 3	04	08	7200 Serenity Bay	Transformer circuit
Sept 6	01	03	Gwen Brohart	Clean fire hall

Douglas Fire Department Voucher

As of July 12, 2023

Expenses

Name	Particulars	Date	CK#	Total	GST/HST	HST Rebate	Prevention /Education	Grounds/ Bldg	Vehicle Maint	Equip Maint	Equip (New)	Telephone	Internet	Hydro	Fuel	Wages	Heat	Supplies	Health & Safety	Mileage	Misc.	Total	
				10-10-241	50-30-164	50-30-164	50-30-131	50-30-136	50-30-143	50-30-142	50-30-145	50-30-181	50-30-183	50-30-151	50-30-141	50-30-101	50-30-152	50-30-172	50-30-170	50-30-144			
Safedesign A	New Equipme	30-Jun-23	2855	825.48	-	-																-	825.48
Safedesign A	New Equipme	30-Jun-23	2856	823.82	94.78	81.95					741.87											823.82	-
Hydro One	Hydro	30-Jun-23	2857	130.32	16.72	14.46								115.86								130.32	-
Bell Canada	Phone	30-Jun-23	2858	429.76	49.45	42.75						387.01										429.76	-
Bell Canada	Phone	10-Jul-23	2859	108.48	12.48	10.79						97.69										108.48	0.00
Eganville Lea	Prevention	10-Jul-23	2860	84.75	9.75	8.43	76.32															84.75	-
Riverview Me	Vehicle Maint	10-Jul-23	2861	589.86	67.86	58.67			531.19													589.86	-
A/B Twsp.	Wages	10-Jul-23	2862	715.93	-	-										715.93						715.93	-
A/B Twsp.	Health/Safety	10-Jul-23	2862	179.60	3.10	2.68													176.92			179.60	-
A/B Twsp.	Health/Safety	10-Jul-23	2862	193.50	22.26	19.25													174.25			193.50	-
A/B Twsp.	Health/Safety	10-Jul-23	2862	47.09	5.42	4.69													42.40			47.09	0.00
Fire Marshall	Prevention	10-Jul-23	2863	467.88	60.42	52.24	415.64															467.88	-
						-																-	-
						-																-	-
						-																-	-
Total				4,596.47	342.24	295.91	491.96	-	531.19	-	741.87	484.70	-	115.86	-	715.93	-	-	393.57			3,770.99	825.48
																						-	-
																						-	-

Please note that the distribution for cheque #2855 was recorded on the Dec 14, 2022 voucher but not paid as the boots were not received. These boots were in the 2022 budget. I believe this entry was recorded as cheque #2793.

Revenue

Name	Deposit	Date	INV #	Acct. Rec	Fire Levy	Standby Fee's	Investment Income	Fire Calls	GST Rebate	Misc. Rev
	10-10-241			10-20-226	40-90-220	40-90-221	40-90-222	40-90-223	40-90-226	40-90-224
June Interest	176.84						176.84			
Total	176.84			-	-	-	176.84	-	-	-
				176.84			176.84			

Accounts Payable	20-10-245	Fire	Practice	Standby	Base
June Payroll	12,562.89	6,261.88	5,101.01	1,200.00	

#VALUE!

Douglas Fire Department Voucher

As of August 9, 2023

Expenses

Name	Particulars	Date	CK#	Total	GST/HST	HST Rebate	Prevention /Education	Grounds/ Bldg	Vehicle Maint	Equip Maint	Equip (New)	Telephone	Internet	Hydro	Fuel	Wages	Food @ Fires	Supplies	Health & Safety	Mileage	Misc.	Total
				10-10-241	50-30-164	50-30-164	50-30-131	50-30-136	50-30-143	50-30-142	50-30-145	50-30-181	50-30-183	50-30-151	50-30-141	50-30-101		50-30-172	50-30-170	50-30-144		
M&L Suppl	New Equipme	July 26,2023	2864	1,214.30	139.70	120.78					1,093.52											1,214.30
Petro Canada	Fuel	July 26,2023	2865	164.66	18.94	16.38									148.28							164.66
Dougherty Ele	Generator	July 26,2023	2866	15,339.75	1,764.75	1,525.80					13,813.95											15,339.75
Liam McHale	Equip Maint	July 26,2023	2867	102.75	11.82	10.22				92.53												102.75
Fire Fighters	Food at Fire	July 26,2023	2868	83.47	8.11	7.01										76.46						83.47
Bromley Farm	Equip Maint	July 26,2023	2869	384.20	44.20	38.22				345.98												384.20
Bromley Farm	Safety	July 26,2023	2869	226.00	26.00	22.48													203.52			226.00
Hydro One	Hydro	01-Aug-23	2870	116.44	14.94	12.92								103.52								116.44
Bell Canada	Phone	01-Aug-23	2871	108.48	12.48	10.79						97.69										108.48
Clean Tech S	Health/Safety	04-Aug-23	2872	661.20	-	-													661.20			661.20
Bell Canada	Phone	04-Aug-23	2873	392.20	45.13	39.02						353.18										392.20
						-																-
Total				18,793.45	2,086.07	1,803.62	-	-	-	438.51	14,907.47	450.87	-	103.52	148.28	-	76.46	-	864.72			18,793.45

Revenue

Name	Deposit	Date	INV #	Acct. Rec	Fire Levy	Standby Fee's	Investment Income	Fire Calls	GST Rebate	Misc. Rev
	10-10-241			10-20-226	40-90-220	40-90-221	40-90-222	40-90-223	40-90-226	40-90-224
July Interest	181.99						181.99			
Total	181.99			-	-	-	181.99	-	-	-
				181.99			181.99			

Accounts Payable

	20-10-245	Fire	Practice	Standby	Base
July Payroll	12,600.72	5,484.11	5,616.61	1,500.00	

#VALUE!

Douglas Fire Department Voucher

As of September 7, 2023

Expenses

Name	Particulars	Date	CK#	Total	GST/HST	HST Rebate	Prevention /Education	Grounds/ Bldg	Vehicle Maint	Equip Maint	Equip (New)	Telephone	Internet	Hydro	Fuel	Wages	Heat	Staff Purchases	Health & Safety	Mileage	Generator Propane	Total	
				10-10-241	50-30-164	50-30-164	50-30-131	50-30-136	50-30-143	50-30-142	50-30-145	50-30-181	50-30-183	50-30-151	50-30-141	50-30-101	50-30-152		50-30-170	50-30-144			
Dennis McEa	Health & Safe	12-Aug-23	2874	414.13	5.03	4.35						-							409.78			414.13	-
McCarthy Pro	Propane	14-Aug-23	2875	430.70	49.55	42.84															387.86	430.70	(0.00)
SafeDesign	Boots	25-Aug-23	2876	821.78	94.54	81.74			740.04													821.78	-
Hydro One	Hydro	25-Aug-23	2877	123.66	15.87	13.72								109.94								123.66	-
LAS	Truck tires	25-Aug-23	2878	4,028.41	463.45	400.70			3,627.71													4,028.41	-
Gadar	Staff Purchas	09-Sep-23	2879	4,002.12	-	-												4,002.12				4,002.12	-
Bell Canada	Phone	09-Sep-23	2880	392.20	45.13	39.02						353.18										392.20	-
Bell Canada	Phone	09-Sep-23	2881	111.73	12.48	10.79						100.94										111.73	0.00
Eganville Lea	Health & Safety			559.35	64.35	55.64													503.71			559.35	-
Eganville Lea	Prevention			79.10	9.10	7.87	71.23															79.10	(0.00)
Eganville Lea	Prevention			79.10	9.10	7.87	71.23															79.10	(0.00)
M & L Supply	1500 gal. Liner			1,299.50	149.50	129.26				1,170.24												1,299.50	-
McCarthy Pro	Propane			109.96	12.65	10.94															99.02	109.96	-
SafeDesign	Kyle K Suit			3,877.88	446.13	385.72					3,492.16											3,877.88	-
A.J. Stone	Face Piece Bag			1,384.25	159.25	137.69					1,246.56											1,384.25	-
A.J. Stone	Face Piece Ass			446.35	51.35	44.40					401.95											446.35	0.00
Twsp A/B	July Wages			273.59	-	-										273.59						273.59	-
Twsp A/B	Aug Wages			436.25	-	-										436.25						436.25	-
						-																-	-
						-																-	-
						-																-	-
Total				18,870.06	1,587.48	1,372.55	142.46	-	4,367.75	1,170.24	5,140.67	454.12	-	109.94	-	709.84	-	4,002.12	913.49	-	486.88	18,870.06	-

Revenue

Name	Deposit	Date	INV #	Acct. Rec	Fire Levy	Standby Fee's	Investment Income	Fire Calls	GST Rebate	Misc. Rev
	10-10-241			10-20-226	40-90-220	40-90-221	40-90-222	40-90-223	40-90-226	40-90-224
GM	7,220.36		364					7,220.36		
Aug Int	91.91						91.91			
Twsp A/B			365		50,000.00	+				
Total	7,312.27			-	50,000.00	-	91.91	7,220.36	-	-
							57,312.27			

Accounts Payable

	20-10-245	Fire	Practice	Standby	Base
Aug Payroll	9,192.31	3,381.30	4,611.01	1,200.00	

**Douglas Fire Department
2023 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	74	274	4	
Total Cost	2452.40	7408.26	1200.00	11,060.66
June	194	150	4	
Total Cost	6261.88	5101.01	1200.00	12,562.89
July	167	166	5	
Total Cost	5484.11	5616.61	1500.00	12,600.72
August	102	142	4	
Total Cost	3381.30	4611.01	1200.00	9,192.31
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	1126	1502		
Total Cost	33617.15 \$	49,080.85	\$15,900.00 \$	97,998.00

Douglas Fire Department
Budgetary Control Report
As of August 31, 2023

	Current	Year to Date	Budget	Variance
REVENUES				
Fire Levy		45,000.00	257,477.00	(212,477.00)
Standby Fees		3,750.00	7,500.00	(3,750.00)
Investment Income		583.10	380.00	203.10
Fire Calls	(7,220.36)		8,258.00	(8,258.00)
Fire-Miscellaneous		210.00		210.00
Fire-Transfer from Reserve			20,000.00	(20,000.00)
TOTAL REVENUES:	(7,220.36)	49,543.10	293,615.00	(244,071.90)

EXPENDITURES

Fire Employment Costs				
Fire Wages	3,101.90	57,408.34	110,000.00	52,591.66
Fire Support Wages			1,500.00	1,500.00
Fire-CPP			20.00	20.00
Fire-EI			110.00	110.00
Fire-WSIB			9,000.00	9,000.00
Fire-EHT			1,800.00	1,800.00
Total Fire Employment Costs:	3,101.90	57,408.34	122,430.00	65,021.66

Overhead

Prevention		2,705.52	5,100.00	2,394.48
Licenses			520.00	520.00
Grounds & Building		1,392.13	3,000.00	1,607.87
Insurance/Shirts		20,154.45	17,920.00	(2,234.45)
Total Overhead:	0.00	24,252.10	26,540.00	2,287.90

Vehicle

Fuel		2,227.77	6,000.00	3,772.23
Equipment Maintenance		1,380.05	10,900.00	9,519.95
Vehicle Maintenance		4,603.00	13,800.00	9,197.00
Mileage-Fire			3,000.00	3,000.00
Equipment (New)			39,200.00	39,200.00
Transfer to Reserves - Vehicles			25,000.00	25,000.00
SCBA's			189,000.00	189,000.00
Total Vehicle:	0.00	8,210.82	286,900.00	278,689.18

Douglas Fire Department
Budgetary Control Report
As of August 31, 2023

	Current	Year to Date	Budget	Variance
Utilities				
Hydro-Fire		597.50	3,000.00	2,402.50
Heat		7,074.29	10,500.00	3,425.71
Total Utilities:	0.00	7,671.79	13,500.00	5,828.21
Miscellaneous				
Fire Fighters Certification Course Cost			5,000.00	5,000.00
Office & Sundry			1,000.00	1,000.00
Food		250.39	1,000.00	749.61
Christmas Dinner			1,500.00	1,500.00
HST		2,075.76		(2,075.76)
Health & Safety	356.15	5,285.40	11,700.00	6,414.60
Mutual Aid		100.00	125.00	25.00
Hall Supplies			100.00	100.00
Equipment Rental			2,000.00	2,000.00
Extrication			2,500.00	2,500.00
Total Miscellaneous:	356.15	7,711.55	24,925.00	17,213.45
Communication				
Telephone		2,041.17	5,900.00	3,858.83
Dispatch			650.00	650.00
Internet			540.00	540.00
Fluent IMS			1,200.00	1,200.00
Total Communication:	0.00	2,041.17	8,290.00	6,248.83
TOTAL EXPENDITURES:	3,458.05	107,295.77	482,585.00	375,289.23
SURPLUS	(10,678.41)	(57,752.67)	(188,970.00)	131,217.33

Reserves

Capital Asset Purchases

Unfunded Capital Investment

Total Year End Adjusted Surplus