

Fire Committee  
Agenda  
June 12, 2024

1. Call to Order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Approval of minutes of last Regular Meeting
5. Business from previous meetings
  - Capital Purchases
6. Correspondence
  - email Canada Day Celebrations invitation
7. New Business
  - Health and Safety Report
8. Fire Chief's Report
  - May report
  - Apparatus Repair and Tracking
  - Update From Renfrew County Fire Chief Association
9. Financial Information
  - April 18, 2024 Admaston/Bromley Council Agenda list of cheques written-hard copy at meeting
  - 2023 Financial Statement (hardcopy to be handed out at meeting)
10. 2024 Fire Cost Update
11. Budgetary Control Report April 30, 2024
  - April 2024 report-hard copy at meeting
  - May 2024 report-hard copy at meeting
12. Open Discussion
13. Next Meeting—September 11, 2024 7:00 p.m. at the council chambers
14. Adjourn

TOWNSHIP OF ADMASTON/BROMLEY  
DOUGLAS FIRE COMMITTEE  
MINUTES

Wednesday May 8, 2024  
At 7:06 p.m.

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

1. Chairman Kevin LeGris call the meeting to order at 7:06 p.m.
2. Declaration of Pecuniary Interest –None
3. APPROVAL OF AGENDA  
Moved by Daryl Thom and Seconded by Harry Stuart

Be it resolved that the agenda for the May 8, 2024 meeting be approved as amended.

Carried

4. APPROVAL OF MINUTES  
Moved by Daryl Thom and Seconded by Ken Keill

Be it resolved that the minutes of the April 10, 2024 meeting be approved as read

Carried

5. BUSINESS FROM PREVIOUS MEETINGS

Helmet Purchases has not yet been decided. Fire Chief Bill feels that they will be slightly more money than was budgeted. A lighter and better fitting helmet is what the firemen are seeking. Fire Chief Bill feels he will have quotes for the next meeting.

Dry Hydrant in Douglas is out of service. The firemen have been to the Douglas Beach and feel it is the better place to put the dry hydrant. There is \$10,000.00 in the budget for this hydrant. Fire Chief Bill and the Public Works Superintendent Steve Visinski have been down to the beach area and discussed the placement and road concerns. Some of the material from the dry hydrant at the dam could be relocated to the beach. One of the main advantages in moving it to the beach is it will be on township property. Fire Chief Bill is going to talk to the Ministry of Natural Resources. The only disadvantage to this location would be approaching Stone Rd and turning up into the village.

Moved by Nathan Harris and seconded by Ken Keill

Be it resolved that the Fire Committee recommends to council to direct the Fire and Public Works Departments to install a dry hydrant at the Douglas Beach

Carried.

6. CORRESPONDENCE

Fire Chief Bill received an email from CAO/Clerk Jennifer Charkavi concerning the moving of the tower at the fire hall. Chief Bill will be in contact with CAO/Clerk Jennifer Charkavi to discuss this in depth. This will appear on the agenda for June.

7. NEW BUSINESS

None

8. FIRE CHIEF'S REPORT

The April fire chief's report was discussed. The firemen went to a farm on Foy Road to get hands on experience using the grain extraction tool purchased late last year. Chief Bill felt this was a very valuable learning evening.

Moved by Daryl Thom and seconded by Nathan Harris

Be it resolved that the fire chief's report dated April 2024 be accepted as presented.

Carried

Truck Repairs—On April 29<sup>th</sup> both truck #1 and #4 needed to be repaired. Truck #4 had an air leak. It needed a seal kit. The seal was replaced and it is back in service. Truck #1 has a pump issue. There is an air leak and an electric error showing. Fire Captain Patrick Rowan and Chief Bill are going to look at this closer tomorrow to try and pin point the error message. Chief Bill mentioned that in next years budget the amount for truck repairs will need to be significantly higher due to the age of these trucks.

9. FINANCIAL INFORMATION

A full list of all cheques written can be viewed in the April 18, 2024 Admaston/Bromley Council Agenda.

10. 2024 FIRE COST UPDATE

This report was reviewed and the fire and practice hours were almost the same.

11. BUDGETARY CONTROL REPORT APRIL 30, 2024

There were several questions on the report with items in year-to-date column but nothing in the budget column. A question under Fire Employment Costs about group insurance and insurance. The SCBA has an expense but no budget amount.

12. OPEN DISCUSSION

None

13. NEXT MEETING—June 12, 2024 at 7:00 p.m. at the council chambers.

14. ADJOURN

Moved by Ken Keill and seconded by Nathan Harris

Be it resolved that the meeting of May 8, 2024 be adjourned at 8:16 p.m.

Carried

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## REPORT

Date: June 6 2024  
To: Fire Committee  
From: Fire Chief McHale  
RE: Capital Purchase Projects

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### Background:

At the meeting in May we discussed two of our capital purchase projects, the helmet purchase and the moving of the dry hydrant

### Discussion:

#### Helmet Purchase:

As previously stated, we have received several helmets to demo, the holdup in making the decision of which brand and style to purchase, comes from a new helmet on the market. Carin's 1836 is now touted as the lightest helmet on the market, and we have been patiently waiting to try it. Steve Bell, sales rep for AJ Stone, is to have the demo at our hall Thursday June 12<sup>th</sup>. My goal was to have all the quotes before the end of May, and ordering done in early June. We do have the initial two quotes from other suppliers, however we are curious to get our hands on the newest product on the market. I am to meet June 6<sup>th</sup>, with Tanner Watt and Sarah Hubble from the LAS Canoe procurement program to get a better understanding of how the program works. It may be beneficial to try this method of purchasing and try any attempt we can to save some dollars.

#### Dry Hydrant:

The decision has been made to move and install the new dry-hydrant at the Douglas beach location. The parts have been ordered, and once they arrive we will coordinate with the Public Works side and begin further plans for the installation.

### Financial Implications:

Both of these items have been budgeted as capital purchases in this fiscal year

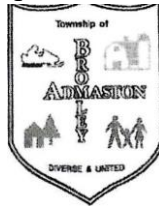
### People Consulted:

See previous reports

### Recommendation to Council:

Nothing at this time. These projects do not require any further consolation.

Township of Admaston/Bromley



477 Stone Road  
Renfrew ON, K7V 3Z5

May 2, 2024

Bill McHale  
Fire Chief  
Douglas Fire Department  
5226 Queen Street, PO Box 142  
Douglas ON KOJ ISO

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 Monday, July 1, 2024, at Admaston Public School, 182 Stone Rd, Renfrew.

The start time of our celebration is 11 am with the official ceremonies scheduled to begin at 1 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*

Jennifer Charkavi  
CAO/Clerk

Phone 613-432-2885 info@admastonbromley.com Fax 613-432-4052

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## REPORT

Date: June 6 2024  
To: Fire Committee  
From: Fire Chief McHale  
RE: Health and Safety

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### Background:

During 2023 and the first few months of 2024 the Fire Department has been attempting to establish our first Health and Safety Committee.

### Discussion:

With the leadership of Captain Lawrence Lemay, our committee is up and running. We have several people certified for the positions and maybe one or two more willing to get the certification. They have conducted two meetings so far this year, and have come to me with a few small changes that needed to be rectified around the hall. I'm thankful to this committee, and appreciate the struggles it took to get us to where we are today.

### Financial Implications:

There are costs associated with certification, the course itself, the time paid out and travel if necessary. There are two levels, manager and support staff. Our goal is to have two certified at each level. We did budget for this committee to begin, and obviously there will be ongoing costs involved in the evolution of its continuance.

### People Consulted:

Captain L Lemay

### Recommendation to Council:

We are doing what is required to be compliant with the Provinces rules and to keep our workplace, a safe environment for anyone who enters.

Douglas Fire Committee  
Fire Chief Report  
May 2024

Date	Men	Hrs	Where	What
Apr 10	01	02		Gas leak
Apr 20	01	03	Practice	Weekend truck checks
Apr 21	02	04	Practice	Weekend truck checks
Apr 23	01	03		Clean fire hall
May 1	01	02	Practice	Flow test Rit Bag and one SCBA
May 05	02	05	Practice	Weekend truck checks
May 06	01	03	Practice	Drivers Test—Passed
May 06	12	24	Practice	Dry Hydrant testing
May 07	01	03		Clean fire hall
May 08	01	03	Practice	Fire Committee meeting
May 9	04	19	Practice	St. Micheal school visit/truck repair
May 11	02	17	Practice	Truck repairs
May 13	11	22	Practice	Water shuttle
May 14	01	03		Clean fire hall
May 14	01	03	Practice	Fire Safety at Opeongo High School
May17	03	14	Practice	Weekend truck checks/JHSC
May 22	07	14		CO alarm
May 25	01	02	Practice	Truck checks
May 27	13	26	Practice	Forest Pump tests
May 28	01	06		Clean fire hall
May 28	01	07	Practice	Fix T2 Broken bolt on power steering
May 30	04	12	Practice	Fire safety at Admaston Public
May 30	02	06		Lock down rescue
May 31	03	06	Practice	Weekend truck checks

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### REPORT

Date: June 8 2024  
To: Fire Committee  
From: Fire Chief McHale  
RE: Fire Apparatus Repair Tracking

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#### Background:

In the recent months our fire apparatus, the fire trucks in particular, have needed more than normal maintenance, most of which can and has been performed in house. I believe it is time we do a better job of tracking the actual hours put into maintaining the equipment in the fire hall.

#### Discussion:

It has been standard protocol at the Douglas Fire Department, for the members to log time as strictly firefighting or training hours. Recently we have been performing more maintenance on some of the trucks and pumps than previously needed. There is a certain amount of the work we can do ourselves, but there are also repairs that we would certainly not be certified to perform. I do believe that adding a line item for maintenance to the time sheets for the firefighter's hours, will definitely allow us to track the amount of time spent doing these repairs. As our equipment ages, this method of tracking will hopefully allow us the ability to show council exact reasons for having to replace the things that are costing too much to keep running. In the past, we may have received an invoice for \$100 worth of parts for truck 1, and that in essence showed all the costs incurred in that repair. It may however, have taken 2 people 4 hours to complete the repair. This time would have been booked in as practice time and not maintenance therefore, never actually being billed to that truck as an expense. When we do require service be done outside the hall, or technicians to come for an in-house call, these are now being billed to that unit individually. By attempting to do this tracking, it will give us all a better picture of the per unit as they begin to age, as well as tracking the firefighters time by distinguishing exactly what they were doing at the hall. The wages of any firefighter will not be changing depending on what tasks he or she may be doing, be it training or maintenance.

Hours that I have went back and roughly calculated for the December 2023 to June 2024 at an average of \$30/hour

Truck 1	56 hours=\$1680	Truck T2	18 hours=\$540
Truck 2	13 hours=\$390	Truck 4	14 hours=\$420



### Financial Implications:

At present, I do not see us incurring any extra costs. The firefighters as always will be paid for the time that they book in for, now we are allocating properly. In fact, by performing as much and as many of the repairs ourselves, it should be a cost savings, as we are not paying higher rates for service techs, nor are we taking trucks out of service to have them sitting in another garage waiting to be worked on.

### People Contacted:

Kelly Coughlin Clerk Treasurer

Cathy Dale Fire Secretary

Pat Donohue Deputy Chief

Pat Rowan Captain

### Recommendation to Council:

Like other equipment owned by the township, as it ages, it will likely require more attention, by tracking it will allow council opportunity to forecast for additional costs or prepare for replacement.

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## REPORT

Date: June 6 2024  
To: Fire Committee  
From: Fire Chief McHale  
RE: Update From Renfrew County Fire Chiefs Association

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### Background:

The RCFCA meets every 4 months at the Pembroke Fire Hall and all the Chiefs from within the county (private, municipal, Indigenous and South Algonquin) are all invited to attend and hold memberships. Most recent meeting was held Wednesday June 5<sup>th</sup>.

### Discussion:

One of the main topics of discussion came from our communications committee. This committee is the main source of interaction between the Chiefs and the Central Ambulance Communications Centre (CACC). The municipalities and those at the county level should be aware that contract for dispatch between the County and the Ministry of Health expires at the end of this year. There are several discussions within this alone. Number one being are they going to renew the contract or will all the fire departments be out shopping for private dispatch? Towns of Arnprior and Renfrew have already gone private. If we renew what costs will be involved? Will there be an increase for the cost of dispatching? Now that the new console is in that the municipalities paid for, what costs are involved in upkeep or updates? As we now own this, so it is highly unlikely that the CACC will be incurring any of these costs. We, the RCFCA do not have a seat at County Council, therefore are not part of the decision making process, yet it affects us directly. Someone should be gathering information now so there are preparations made for the future. There is the possibility the current contract could just rollover and incur what might be a cost-of-living increase, but even this cannot be assumed.

The second part of the report from the Communications Committee is the concerns over the new tiered response, or priority dispatch system that the CACC has adopted. In this new system they are prioritizing 911 calls for ambulance and deciding which calls actually require ambulance response, and when or if they will even send one. This system has created a new level of problems for the fire service responding to motor vehicle accidents, medical calls and lock door assists to name a few. Douglas Fire has already responded to two incidents where ambulance has not responded, but rather a paramedic in a marked SUV coming to the scene much later than expected. This is a concerning issue when it comes to patient care and patient release. We are not medically trained, so at what point are we legally

allowed to leave a patient whom has had a fall and may be alone? How long are we required to remain on scene? The people involved in structuring this type of response for paramedics, have now inadvertently, yet directly affected the level of service provided by the fire departments. The Chiefs of Pembroke and White Water Fire Departments are in the process of developing a medical assessment form, and a patient release form. This may help with the legal responsibilities for firefighters and municipalities if paramedics do not respond to the scene and fire can no longer remain. Chief Selle with Pembroke Fire is having discussions with a legal team to develop.

### Financial Implications:

At this time there are no financial implications. If there is a cost increase to dispatch, we will want know some figures in order to be prepared at budget. Do we need to budget new for upkeep on the equipment at the CACC? Is there a need to begin discussions regarding private dispatch, this comes with a much larger cost, and timelines would need to be considered.

With the tiered response concerns, everything to this point has been discussion and covered by our neighboring chiefs.

### People Contacted:

Renfrew County Fire Chiefs Association

### Recommendation to Council:

Be aware changes may be happening. We need to be gathering information as this process continues and timelines inch closer. We need to decide if we have any control over the future of the dispatch system, and how discussions can be initiated to determine this.

**Douglas Fire Department  
2024 Fire Costs**

<b>Month</b>	<b>Fire</b>	<b>Practice</b>	<b>Standby Fees</b>	<b>Total Mthly Costs</b>
	<b>Rate/Hr</b>	<b>Rate/Hr</b>	<b>Rate/Wk</b>	
	0.00	0.00	0.00	
January	183	133	0	
Total Cost	4736.30	3471.57	1300.00	9,507.87
February	52	118	0	
Total Cost	1,382.52	3,057.96	1200.00	5,640.48
March	238	165		
Total Cost	6,087.44	4318.40	2125.00	12,530.84
April	80	180	14	
Total Cost	2,132.00	4667.99	1750.00	8,549.99
May	22	175	18	
Total Cost	612.50	4703.88	2250.00	7,566.38
June	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
July	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
August	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
September	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
October	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
November	0	0	0	
Total Cost	0.00	0.00	0.00	0.00
December	100	66	5	

Total Cost	2656.00	1724.54	1500.00	5,880.54
Total Hours	675	837		
Total Cost	17606.76 \$	21,944.34	\$1,500.00	\$ 49,676.10