



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD AGENDA

April 26, 2022 @ 4:00 p.m. – Arran-Elderslie Council Chambers

1. Call to Order
2. Adoption of Agenda
3. Disclosures of Pecuniary Interest and General Nature Thereof
4. Adoption of Minutes of Previous Meeting
 - 5.1 - Minutes of meeting held February 24, 2022
5. New Business
 - 5.1- SRFIN.22.15 Chesley & Area Fire Station – Financial Update
6. Next Meeting Date
7. Adjournment



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



February 22, 2022 @ 4:00 PM, Arran-Elderslie Council Chambers

Members Present:

Scott Mackey – Township of Chatsworth
Mark Davis – Arran-Elderslie (Chair)
Doug Bell – Arran-Elderslie
Brian Dudgeon – Arran-Elderslie

Members Absent:

Shawn Greig – Township of Chatsworth

Chatsworth Staff Present:

Patty Sinnamon – CAO

Arran-Elderslie Staff Present:

Sylvia Kirkwood - CAO
Christine Fraser-McDonald, Clerk
Tracey Neifer – Treasurer
Steve Tiernan – Fire Chief
Robert Bell – Fire Chief, Chesley Fire Department

1. Call to Order

Chair Mark Davis called the meeting to order at 4:00 p.m. with a quorum present.

2. Adoption of Agenda

The Board passed the following resolution:

Moved by: Member Scott Mackey
Seconded by: Member Brian Dudgeon

Be it resolved that the Chesley and Area Fire Department Joint Board adopts the agenda as circulated by the Clerk.

Carried - Resolution 1-2022

3. Election of Chairperson

Clerk, Christine Fraser-McDonald opened the floor for nominations for Chairperson.

Member Scott Mackey nominated Member Mark Davis as Chairperson.
Mr. Davis accepted the nomination.



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



The Clerk turned the meeting over to the Chairperson.

4. **Declaration of Pecuniary Interest**

None declared.

5. **Minutes of Previous Meeting**

The Board passed the following resolution:

Moved by: Member Scott Mackey

Seconded by: Member Brian Dudgeon

Be it resolved that the Chesley and Area Fire Department Joint Board adopts the minutes of the Regular Joint Board meeting held on November 16, 2021.

Carried - Resolution 2-2022

6. **New Business**

6.1- SRFIN.22.09- Chesley Fire Station Year-end Update

Treasurer, Tracey Neifer, presented her report to the Board.

She noted that she had completed a detailed review of the departmental budget to identify revenue opportunities and cost savings, which resulted in the Operating Budget for the Chesley & Area Fire Department achieving a decrease of \$20,411 to \$231,368. This represents a 17.2% budget increase compared to the 2021 Budget. This report provides an overview of the budget changes. These budget changes have been included in the amended budget adopted by Council on February 14, 2022.

The report also provides a reflection on the operating results for 2021. Year-to-date results show a slightly unfavourable position of \$1,324.

There was a discussion regarding the Municipal shares of tanker use. The Board directed staff to prepare an update report regarding the tanker use.

Subsequent to further discussion, the Board passed the following resolution:

Moved by: Member Brian Dudgeon

Seconded by: Member Scott Mackey



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



Be it Resolved that the Chesley & Area Fire Department Joint Fire Board

1. Approves the amended Chesley Fire Department 2022 Operating and Capital Budget, and
2. Approves the Financial Report for December 31, 2021.

Carried – Resolution 4-2022

6.2 – 2021 Year-end Responses

District Chief Robert Bell presented his report to the Board for information purposes.

Calls were down from 2020 for a total of 71.

6.3 - SRFIR-2022.01 – Changes to Mandatory Certification for Firefighters

Fire Chief, Steve Tiernan presented his report to the Board for information purposes.

He noted that this report is being brought forward to advise the Fire Board of the changes to firefighter training and mandatory certification within Ontario.

On January 28, 2022, Ontario's Solicitor General Sylvia Jones announced the Provincial plan to bring back firefighter certification and to introduce mandatory minimum training standards for Ontario's Fire Service. The Regulation is now out for public consultation for 30 days.

This regulation will come into force on July 1, 2022, and this mandatory certification touches every aspect of the fire service, from Fire Officer, Instructor, Fire Prevention, Pump Operator to Suppression Firefighters and HazMat Operations. At this time, the Fire Chief is waiting for the final draft of the regulation.

The Municipality's will be providing a comment through their respective Councils.

Member Scott Mackey requested to see the development of automatic aid with Chesley Fire Department. Fire Chief Steve Tiernan will prepare a report to this effect.

7. Next Meeting Date

The next meeting date will be April 26, 2022 @ 4:00 p.m.



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



8. Adjournment

Member Scott Mackey moved to adjourn the meeting adjourned at 5:30 p.m.

Mark Davis, Chair

Christine Fraser-McDonald,
Recording Secretary



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Board Meeting Date: April 26, 2022

Subject: SRFIN.22.15 Chesley & Area Fire Station – Financial Update

Report from: Tracey Neifer, Treasurer

Appendices: Schedule A – Financial Summary and Supporting Schedules – 2022
Schedule B – Financial Summary and Supporting Schedules - 2021

Recommendation

Be It Resolved that the Chesley & Area Fire Department Joint Fire Board hereby,

1. Approves the Financial Report for March 31, 2022.

Report Summary

After three months of operations the Chesley & Area Fire Station is reflecting positive results with net operating expenses of \$47,062 compared to budget of \$57,842. The report also includes comparative information for December 31, 2021. The Financial Report presented on February 22nd, 2022, showed net operating expenses of \$198,790 compared to \$200,291, representing year-end adjustments of \$1,501.

Background

The report has been prepared to provide the Board with a financial update for the three months ending March 31, 2022.

Analysis

The revenue generated is in a positive position, exceeding expectations by \$3,773. This is most notable in the Operational User Fees, which is related to the cost recoveries for Pumper 91 and Tanker 96 responding to motor vehicle calls. With the preparation of

the Municipality's Fees & Charges By-Law for 2022, the Fire Chief was able to review and provide recommendations for fees to be included in 2022.

Total operating expenses are also in a positive position, \$4,414 less than budget. The most significant aspect of operating costs is Wages & Benefits, which represents 56% of year-to-date operating expenses. These costs will vary depending on the number of fire calls, hours of fire practices, and training sessions.

Operating Costs, as detailed in Schedule A – Supporting Schedules, has exceeded budget by \$7,998. The increase in costs is directly attributable to damages that occurred at the Chesley Fire Station from a basement flood that was caused by a failed float switch and alarm. These items have been replaced to mitigate a future occurrence.

A few other comments to note:

- Heating costs, while appearing high, is related to the 2,443 L propane fill that was completed in February.
- Insurance includes a representative share of the Municipality's insurance policy as well as the VFIS insurance. The VFIS insurance cost of \$1,446 is paid annually and has been fully recognized in the expenses.

Minor capital costs to date, \$1,597 includes gas monitors, new laptop, and related set up costs.

Changes presented for the year-ended December 31, 2021, include:

- Hydro accrual for December usage
- IT services for 2021
- A realignment of revenue between operational and inspection fees

Link to Strategic/Master Plan

Fire Master Plan

Financial Impacts/Source of Funding/Link to Procurement Policy

The Treasurer and Fire Chief are working collaboratively to review and streamline processes, identify cost saving measures, and ensure timely invoicing for fire calls.

Approved by: Sylvia Kirkwood, Chief Administrative Officer

Schedule A

Chesley and Area Fire Department Financial Summary For the three months ending March 31, 2022

	Budget Jan-Mar	March 2022 Actual	Arran- Elderslie	Chatsworth	2022 Budget	Arran- Elderslie	Chatsworth	2021 Actual	2020 Actual	2019 Actual
Expenses										
Wages & Benefits	36,095	31,673	20,809	10,864	144,381	94,858	49,523	108,708	103,077	122,627
Fire Related Expenses	3,751	488	321	167	15,002	9,856	5,146	14,355	17,369	20,160
Tanker expenses	405	1,011	449	561	1,620	720	900	817	2,127	3,481
	40,251	33,172	21,579	11,593	161,003	105,435	55,568	123,879	122,573	146,268
Operating Costs	13,443	21,381	14,047	7,334	53,772	35,328	18,444	53,461	57,854	63,872
Pandemic Costs	118	-	-	-	470	470		368	5,487	-
	53,811	54,553	35,626	18,926	215,245	141,233	74,012	177,708	185,914	210,139
* Wages - inspections	500	-	-		2,002	2,002		1,312	2,683	1,167
* Wages - fire prevention	500	100	100		2,002	2,002		1,345	2,318	2,297
* Fire prevention/inspection materials	638	-	-		2,552	2,552		1,639	1,235	831
* Fire dispatch	1,850	1,733	1,733		7,399	7,399		7,034	6,254	6,347
* Transfer to reserves	2,375	-	-		9,500	9,500		8,500	11,398	9,839
Transfer to reserve - educ./training								11,020		
Transfer to reserve - equip.	1,125				4,500	2,957	1,544	6,729		
Total operating expenses	60,800	56,386	37,459	18,926	243,200	167,644	75,556	215,286	209,802	230,620
Capital										
Minor equipment	4,190	1,597	1,049	548	16,759	11,011	5,748	17,814	13,677	12,961
Total expenses	64,990	57,983	38,509	19,474	259,959	178,655	81,304	233,099	223,479	243,582
Revenue										
Donations	-	-	-	-	-	-	-	1,810	9,157	11,249
Grants	-	-	-	-	-	-	-	3,100		
* Bell Tower lease	2,375	2,375	2,375		9,500	9,500		8,500	8,500	8,500
Bell Tower hydro	1,323	1,297	852	445	5,293	3,478	1,815	5,190	4,343	4,814
Operational user fees	2,873	7,138	4,690	2,448	11,491	7,550	3,941	10,441	17,285	13,566
* Inspections fees	459	110	110		1,837	1,837		3,526	1,652	2,203
Transfer from reserves	118	-	-	-	470	470	-	242	2,716	
Total Revenue	7,148	10,921	8,027	2,893	28,591	22,834	5,757	32,808	43,653	40,333
Net operating expenses	57,842	47,062	30,482	16,581	231,368	155,820	75,547	200,291	179,825	203,249
Municipal Share										
Arran-Elderslie	38,955	30,482	30,482		155,820	155,820		134,011	121,473	135,411
Chatsworth	18,887	16,581		16,581	75,547		75,547	66,280	58,352	67,838
	57,842	47,062	30,482	16,581	231,368	155,820	75,547	200,291	179,825	203,249

* Funded by Municipality of Arran-Elderslie

Percentage shares

Operating, Capital and Donations	65.70%	34.30%
Tanker	44.44%	55.56%

Chesley and Area Fire Department
Supporting Schedules
For the three months ending March 31, 2022

	Budget Jan-Mar	2022 Actual	Arran- Elderslie	Chatsworth	2022 Budget	Arran- Elderslie	Chatsworth	2021 Actual	2020 Actual	2019 Actual
Fire Related Expenses										
Refill air bottles	399	-	-	-	1,597	1,049	548	127	2,009	2,720
Equipment repair	505	172	113	59	2,019	1,326	693	3,384	74	5,873
Gas and fuel	475	270	178	93	1,901	1,249	652	2,050	1,922	2,580
Small tools	204	46	30	16	816	536	280	495	167	-
Vehicle repair	2,167	-	-	-	8,669	5,696	2,973	8,299	13,197	8,987
	3,751	488	321	167	15,002	9,856	5,146	14,355	17,369	20,160
Operating Costs										
Admin fees	788	788	518	270	3,152	2,071	1,081	3,060	3,045	3,000
Education	1,563	1,391	914	477	6,250	4,106	2,144	4,853	4,292	8,255
Building maintenance	640	5,834	3,833	2,001	2,560	1,682	878	2,716	4,642	2,672
Conferences	258	-	-	-	1,030	677	353	137	121	995
Heat	530	1,451	953	498	2,120	1,393	727	1,372	2,601	1,735
Hydro	1,596	2,204	1,448	756	6,384	4,194	2,190	8,465	5,863	6,845
Insurance	4,109	5,831	3,831	2,000	16,434	10,797	5,637	17,466	14,799	13,178
Membership fees	193	411	270	141	773	508	265	750	459	732
Mileage	507	134	88	46	2,026	1,331	695	543	1,072	2,949
Miscellaneous	270	576	378	197	1,080	710	370	2,281	1,165	4,167
Office supplies	210	102	67	35	839	551	288	14	823	773
Radio and communications	298	871	572	299	1,190	782	408	1,396	1,978	991
Telephone	632	614	403	211	2,529	1,662	867	2,456	2,323	2,259
Water and sewer	306	285	187	98	1,223	804	419	1,119	1,099	1,067
Contract audit	875	890	585	305	3,500	2,300	1,201	3,562	2,414	5,663
Contract miscellaneous	671	-	-	-	2,682	1,762	920	2,122	2,951	3,936
Billable material and supplies	-	-	-	-	-	-	-	1,148	8,207	4,653
	13,443	21,381	14,047	7,334	53,772	35,328	18,444	53,461	57,854	63,872

Schedule B

Chesley and Area Fire Department Financial Summary For the year ending December 31, 2021

	2021 Actual	Arran- Elderslie	Chatsworth	2021 Budget	Arran- Elderslie	Chatsworth	2020 Actual	2019 Actual
Expenses								
Wages & Benefits	108,708	71,421	37,287	117,020	76,882	40,138	103,077	122,627
Fire Related Expenses	14,355	9,431	4,924	14,657	9,629	5,027	17,369	20,160
Tanker expenses	817	363	454	1,400	622	778	2,127	3,481
	123,879	81,215	42,664	133,077	87,134	45,943	122,573	146,268
Operating Costs	53,461	35,124	18,337	59,712	39,230	20,481	57,854	63,872
Pandemic Costs	368	242	126	3,100	2,037	1,063	5,487	-
	177,708	116,581	61,128	195,888	128,401	67,487	185,914	210,139
* Wages - inspections	1,312	1,312		2,000	2,000		2,683	1,167
* Wages - fire prevention	1,345	1,345		2,051	2,051		2,318	2,297
* Fire prevention/inspection materials	1,639	1,639		2,500	2,500		1,235	831
* Fire dispatch	7,034	7,034		6,383	6,383		6,254	6,347
* Transfer to reserves	8,500	8,500		8,500	8,500		11,398	9,839
Transfer to reserve - educ./training	11,020	7,240	3,780					
Transfer to reserve - equip.	6,729	4,421	2,308					
Total operating expenses	215,286	148,070	67,215	217,323	149,836	67,487	209,802	230,620
Capital								
Minor equipment	17,814	11,703	6,110	15,300	10,052	5,248	13,677	12,961
Total expenses	233,099	159,774	73,325	232,623	159,888	72,735	223,479	243,582
Revenue								
Donations	1,810	1,189	621	5,000	3,285	1,715	9,157	11,249
Grants	3,100	2,037	1,063	-	-	-		
* Bell Tower lease	8,500	8,500		8,500	8,500		8,500	8,500
Bell Tower hydro	5,190	3,410	1,780	5,000	3,285	1,715	4,343	4,814
Operational user fees	10,441	6,859	3,581	12,557	8,250	4,307	17,285	13,566
* Inspections fees	3,526	3,526		1,000	1,000		1,652	2,203
Transfer from reserves	242	242		3,100	2,037	1,063	2,716	
Total Revenue	32,808	25,762	7,045	35,157	26,357	8,800	43,653	40,333
Net operating expenses	200,291	134,011	66,280	197,466	133,531	63,935	179,825	203,249
Municipal Share								
Arran-Elderslie	134,011	134,011		133,531	133,531		121,473	135,411
Chatsworth	66,280		66,280	63,935		63,935	58,352	67,838
	200,291	134,011	66,280	197,466	133,531	63,935	179,825	203,249

*** Funded by Municipality of Arran-Elderslie**

Percentage shares

Operating, Capital and Donations	65.70%	34.30%	65.70%	34.30%
Tanker	44.44%	55.56%	44.44%	55.56%

Chesley and Area Fire Department
Supporting Schedules
For the year ending December 31, 2021

	2021 Actual	Arran- Elderslie	Chatsworth	2021 Budget	Arran- Elderslie	Chatsworth	2020 Actual	2019 Actual
Fire Related Expenses								
Refill air bottles	127	84	44	-	-	-	2,009	2,720
Equipment repair	3,384	2,223	1,161	3,500	2,300	1,201	74	5,873
Gas and fuel	2,050	1,347	703	2,157	1,417	740	1,922	2,580
Small tools	495	325	170	1,000	657	343	167	-
Vehicle repair	8,299	5,452	2,846	8,000	5,256	2,744	13,197	8,987
	14,355	9,431	4,924	14,657	9,629	5,027	17,369	20,160
Operating Costs								
Admin fees	3,060	2,010	1,050	3,060	2,010	1,050	3,045	3,000
Education	4,853	3,188	1,665	8,500	5,585	2,916	4,292	8,255
Building maintenance	2,716	1,785	932	2,500	1,643	858	4,642	2,672
Conferences	137	90	47	1,200	788	412	121	995
Heat	1,372	902	471	1,797	1,180	616	2,601	1,735
Hydro	8,465	5,562	2,904	7,087	4,656	2,431	5,863	6,845
Insurance	17,466	11,475	5,991	14,822	9,738	5,084	14,799	13,178
Membership fees	750	493	257	740	486	254	459	732
Mileage	543	357	186	2,000	1,314	686	1,072	2,949
Miscellaneous	2,281	1,499	782	7	5	2	1,165	4,167
Office supplies	14	9	5	1,200	788	412	823	773
Radio and communications	1,396	917	479	2,500	1,643	858	1,978	991
Telephone	2,456	1,613	842	3,000	1,971	1,029	2,323	2,259
Water and sewer	1,119	735	384	1,400	920	480	1,099	1,067
Contract audit	3,562	2,340	1,222	2,200	1,445	755	2,414	5,663
Contract miscellaneous	2,122	1,394	728	2,699	1,773	926	2,951	3,936
Billable material and supplies	1,148	754	394	5,000	3,285	1,715	8,207	4,653
	53,461	35,124	18,337	59,712	39,230	20,481	57,854	63,872