



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD AGENDA

February 23, 2021 @ 4:00 p.m. - Chesley Fire Hall

1. Call to Order
2. Adoption of Agenda
3. Disclosures of Pecuniary Interest and General Nature Thereof
4. Adoption of Minutes of Previous Meeting
 - 4.1 - Minutes of meeting held November 17, 2020
5. New Business
 - 5.1- SRFIN.21.07 - Financial Report – December 31st, 2020
 - 5.2 – 2020 Year-to-date Responses
 - 5.3 - 2021 Year-to-Date Responses
 - 5.4 – Tanker Usage by Location
 - 5.5 - Joint Fire Protection Agreement
 - 5.6 – Full-time Fire Chief Update
6. Next Meeting Date
7. Adjournment



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



November 17, 2020 @ 2:00 p.m., Chesley Community Centre

Members Present:

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

Members Absent:

Brian Dudgeon – Arran-Elderslie

Arran-Elderslie Staff Present:

Bill Jones – CAO/Clerk
Robert Bell – Fire Chief, Chesley Fire Department
Christine Fraser-McDonald, Deputy Clerk (Recording Secretary)
Tracey Neifer – Treasurer

Chatsworth Staff Present Electronically:

Patti Sinnamon - CAO/Clerk
Karmen Krueger – Treasurer

1. Call to Order

Chair Mark Davis called the meeting to order at 2:00 p.m. with a quorum present.

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of Agenda

The Board passed the following resolution:

Moved by: Member Greig
Seconded by: Member Bell

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

Carried - Resolution 9-2020

4. Minutes of Previous Meeting

The Board passed the following resolution:

Moved by: Member Mackey



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



Seconded by: Member Greig

Be it resolved that the Chesley and Area Fire Department Joint Fire Board adopts the minutes of the Regular Joint Board meeting held on October 20, 2020.

Carried - Resolution 10-2020

5. **New Business**

5.1- SRFIN.20.52 – Chesley Fire Board 2021 Revised Budget

Treasurer, Tracey Neifer presented her report to the Board.

She noted that there was an increase in service calls. In addition to this, she had provided a supporting schedule to show fire related expenses.

Pandemic expenses represent wages and expenditures and have been shown as a separate line. This was not budgeted for in 2020, but will have an impact in 2021.

Safe start funds require a transfer to reserves by each municipality so there is no tax rate increase in relation to the pandemic.

Heat and hydro have been reduced to reflect a 2% increase.

\$2,000 was added for a boot allowance. This had not been included in the prior report. This is for proper footwear in the workplace. Chief Bell feels this is the responsibility of the department. A member should not have to provide their own safety gear. The boots would be replaced every three years for the volunteers.

Overall, there is an 11% increase in the budget.

Mayor Mackey asked about the tanker and the split between the municipalities. What percentage of the calls does the pumper actually go out on? There are only 17 calls to Chatsworth, but Chatsworth pays 55% of it. When it is being utilized more than a 1/3 in AE, Chatsworth should see the data and see what the percentage should be that Chatsworth should pay.

Action Item: Chief Bell will bring back information in this regard to the next Fire Board meeting.

Subsequent to further discussion, the following resolution was passed:



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



Moved by: Member Mackey
Seconded by: Member Greig

Be it Resolved

- 1) That SRFIN.20.52 be received for information – Revised 2021 Budget; and
- 2) That Chesley & Area Fire Department Joint Board recommends that \$3,100 of the 2020 Safe Start Funds be transferred to Reserve to support the 2021 Budget; and
- 3) That the Chesley & Area Fire Department Joint Board approves the 2021 Budget for submission to their respective Councils for consideration.

Carried - Resolution 12-2020

5.2 – Fire Chief's Report

Fire Chief Robert Bell noted that there were 69 calls for service. He does not foresee a lot of wage related expenses due to the pandemic. He has acquired reusable masks to reduce the numbers of masks used. There were 46 incidents in Arran-Elderslie and 23 incidents in Chatsworth.

Mayor Scott Mackey asked about a full-time fire chief. CAO Bill Jones noted that there will be a special council meeting on November 30th regarding the Fire Master Plan. Part of the discussions will be regarding a full-time fire chief. This will be brought back to the Board for discussion.

6. Next Meeting Date

The next meeting date will be on February 16, 2021 @ 4:00 p.m. at the Chesley Fire Hall.

7. Adjournment

The Chair adjourned the meeting adjourned at 2:54 p.m.

Mark Davis, Chair

Christine Fraser-McDonald,
Recording Secretary



MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

CHESLEY & AREA FIRE DEPARTMENT JOINT BOARD
February 23, 2021
SRFIN.21.07

SUBJECT: Financial Report – December 31st, 2020

RECOMMENDATION:

Be It Resolved,

- 1) That SRFIN.21.07 be received for information – Financial Report – December 31, 2020, and
- 2) That the unspent budget for protective clothing, \$2,898, be transferred to a Reserve to offset costs in 2021.

Submitted by:

Tracey Neifer

Tracey Neifer
Treasurer

Reviewed by:

Bill Jones

Bill Jones
CAO

BACKGROUND:

In accordance with the Joint Fire Agreement passed by by-law 12-2013, the operating and capital costs are to be reconciled quarterly.

COMMENTS:

The attached Financial Summary has been prepared based on revenue and expenditures recognized to December 31, 2020. Arran-Elderslie is continuing to review and reconcile accounts in preparation for the annual audit currently scheduled for March 8th. The financial report has been presented in draft, in the event that there are any final adjustments. Final adjustments will include accounting for capital assets and related amortization expense.

FINANCIAL/STAFFING/OTHER IMPLICATIONS:

After twelve months of operations the net operating expenses on December 30th are \$169,520 compared to a budget of \$177,430, resulting in a favourable position of \$7,910. The most notable variances are attributed to the following:

Expenses:

- ✓ Total Operating expenses have increased by \$11,172, with 49% being attributed to pandemic related costs and 41% to wages and fire related expenses.
 - **Wages & Benefits** – in total, over budget by \$2,246 which is driven by the increase in service calls, with 81 responses in 2020. The direct cost of wages for fire calls was \$48,048 compared to budget of \$34,486. With the pandemic, we saw a decrease in practices and training, which positively impacted the year-end results.

Recommendation: that the unspent funds for the Clothing allowance be transferred to Reserve to offset the costs in 2021. The protective clothing was ordered in 2020 but has not yet been received. Surplus funds available in the 2020 budget \$2,898.

- **Fire Related Expenses** – in total, over budget by \$2,289. This is primarily related to vehicle repair costs exceeding budget by \$6,197. Increased costs attributed to fuel tank replacement, 2100 gallon portable tank, light tower, and pump. There was an offsetting savings of \$3,887 in equipment repairs.
- **Operating Costs** – in total, operating costs are over budget by \$2,432. Most notable variances:
 - **Education & Mileage** – with the restrictions in place during the pandemic, the planned education did not take place, resulting in budget savings of \$4,087 for education and \$1,921 for mileage.
 - **Building maintenance** – over budget by \$2,642. Which is largely due to the door installation at the fire hall, \$2,716, which has been funded by the Bell Tower Reserve
 - **Billable material and supplies** – these items are offset by the donations received to cover the costs of audio equipment, helmet light, super vac, and defibulator.
- **Pandemic Costs** – includes wages, supplies and PPE related to the current pandemic. Arran-Elderslie has financed their respective share with a contribution from the Phase 1 Safe Restart Funds.

Capital:

- ✓ Minor equipment is in line with annual spending, with funds being spent on 6 sets of bunker gear. For accounting purposes, this will be reflected in the audited financial statements as an addition to tangible capital assets.

Revenue:

- ✓ Total Revenue has increased by \$17,759, representing grants, donations and reserve transfers that are specific to the increase in expenses noted in the report. Additional user fees have been received as a result of the increase in fire calls.

CONCLUSION:

That the Chesley and Area Fire Department Joint Board approves the recommendations as set out in this report.

Appendices:

Appendix A – Financial Summary – December 31, 2020

**Chesley and Area Fire Department
Financial Summary
For the year ending December 31, 2020**

| | 2020 Actual | Arran- Elderslie | Chatsworth | CY Budget to Actual | 2020 Budget | Arran- Elderslie | Chatsworth | 2019 Actual |
|--|----------------|---------------------|---------------|------------------------|----------------|---------------------|---------------|----------------|
| Expenses | | | | | | | | |
| Wages & Benefits | 99,780 | 65,555 | 34,225 | (2,246) | 97,534 | 64,080 | 33,454 | 122,627 |
| Fire Related Expenses | 17,369 | 11,411 | 5,958 | (2,289) | 15,080 | 9,908 | 5,172 | 20,160 |
| Tanker expenses | 2,127 | 945 | 1,182 | 1,073 | 3,200 | 1,422 | 1,778 | 3,481 |
| | 119,276 | 77,912 | 41,364 | (3,462) | 115,814 | 75,409 | 40,404 | 146,268 |
| Operating Costs | 57,348 | 37,678 | 19,671 | (2,432) | 54,916 | 36,080 | 18,836 | 64,682 |
| Pandemic Costs | 5,487 | 3,605 | 1,882 | (5,487) | - | - | - | - |
| | 182,112 | 119,195 | 62,917 | (11,382) | 170,730 | 111,489 | 59,241 | 210,949 |
| * Wages - inspections | 2,683 | 2,683 | | (683) | 2,000 | 2,000 | | 1,167 |
| * Wages - fire prevention | 2,318 | 2,318 | | (318) | 2,000 | 2,000 | | 2,297 |
| * Fire prevention/inspection materials | 1,235 | 1,235 | | 1,265 | 2,500 | 1,986 | 515 | 831 |
| * Fire dispatch | 6,254 | 6,254 | | (54) | 6,200 | 6,200 | | 6,347 |
| * Transfer to reserves | 8,500 | 8,500 | | - | 8,500 | 8,500 | | 9,839 |
| Total operating expenses | 203,102 | 140,185 | 62,917 | (11,172) | 191,930 | 132,175 | 59,755 | 231,430 |
| Capital | | | | | | | | |
| Minor equipment | 13,677 | 8,985 | 4,691 | 1,323 | 15,000 | 9,855 | 5,145 | 12,961 |
| Total expenses | 216,778 | 149,171 | 67,608 | (9,848) | 206,930 | 142,030 | 64,900 | 244,392 |
| Revenue | | | | | | | | |
| * Grant - Safe Restart Funds | 3,605 | 3,605 | | (3,605) | | | | |
| Donations | 9,157 | 6,016 | 3,141 | (4,157) | 5,000 | 3,285 | 1,715 | 11,249 |
| * Bell Tower lease | 8,500 | 8,500 | | - | 8,500 | 8,500 | | 8,500 |
| Bell Tower hydro | 4,343 | 2,853 | 1,490 | 657 | 5,000 | 3,285 | 1,715 | 4,814 |
| Operational user fees | 17,285 | 11,356 | 5,929 | (7,285) | 10,000 | 6,570 | 3,430 | 13,566 |
| * Inspections/prevention fees | 1,652 | 1,652 | | (652) | 1,000 | 1,000 | | 2,203 |
| Transfer from reserves (Bell Tower) | 2,716 | 2,716 | | (2,716) | | | | |
| Transfer from reserves (pandemic) | - | - | | - | | | | |
| Total Revenue | 47,259 | 36,699 | 10,559 | (17,759) | 29,500 | 22,640 | 6,860 | 40,333 |
| Net operating expenses | 169,520 | 112,471 | 57,048 | 7,910 | 177,430 | 119,390 | 58,040 | 204,059 |
| Municipal Share | | | | | | | | |
| Arran-Elderslie | 112,471 | 112,471 | | 6,918 | 119,390 | 119,390 | | 136,221 |
| Chatsworth | 57,048 | | 57,048 | 992 | 58,040 | | 58,040 | 67,838 |
| | 169,520 | 112,471 | 57,048 | 7,910 | 177,430 | 119,390 | 58,040 | 204,059 |

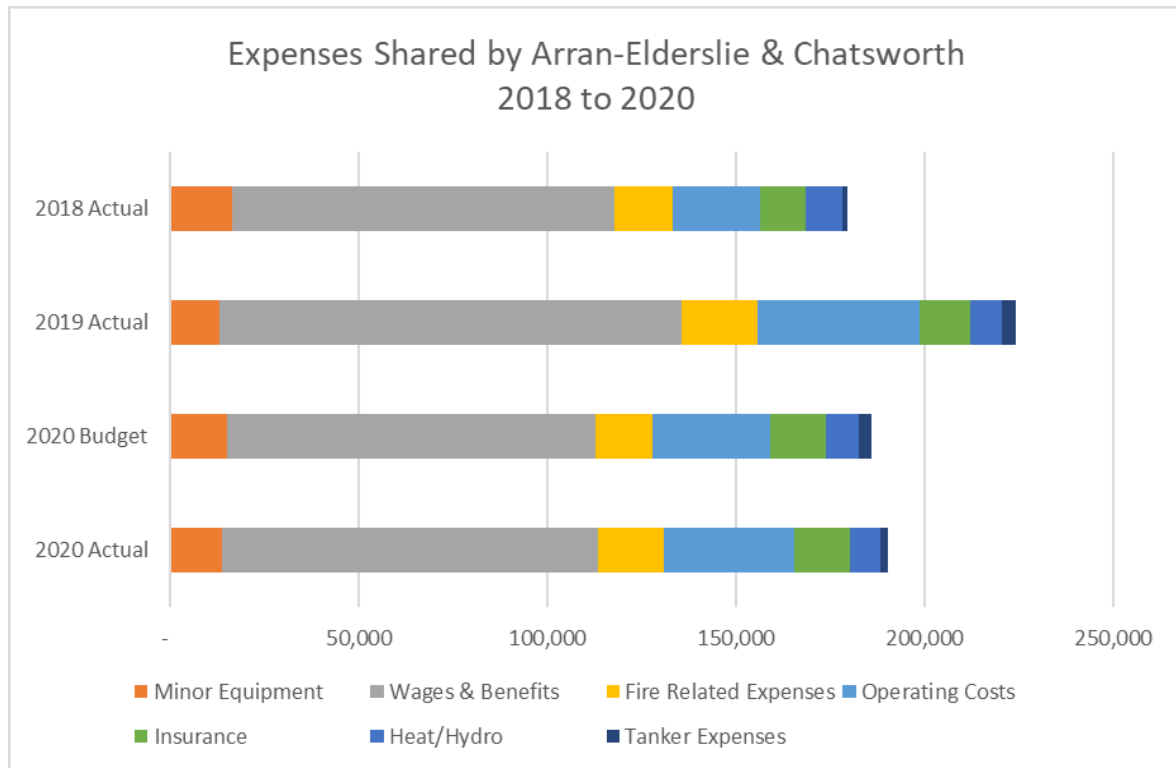
* Funded by Municipality of Arran-Elderslie

| Percentage shares | |
|----------------------------------|--------|
| Arran-Elderslie | |
| Operating, Capital and Donations | 65.70% |
| Tanker | 44.44% |
| Chatsworth | |
| Operating, Capital and Donations | 34.30% |
| Tanker | 55.56% |

Chesley and Area Fire Department
Supporting Schedules
For the year ending December 31, 2020

| | Arran- | | | CY Budget to Actual | 2020 Budget | Arran- | | 2019 Actual |
|--------------------------------|---------------|---------------|---------------|------------------------|----------------|---------------|---------------|---------------|
| 2020 Actual | Elderslie | Chatsworth | Elderslie | | | Chatsworth | | |
| Fire Related Expenses | | | | | | | | |
| Refill air bottles | 2,009 | 1,320 | 689 | (509) | 1,500 | 986 | 515 | 2,720 |
| Oxygen bottles | - | - | - | - | - | - | - | - |
| Equipment repair | 74 | 49 | 25 | 3,887 | 3,961 | 2,603 | 1,359 | 5,795 |
| Recharge extinguishers | - | - | - | - | - | - | - | 79 |
| Gas and fuel | 1,922 | 1,263 | 659 | (303) | 1,619 | 1,063 | 555 | 2,580 |
| Small tools | 167 | 110 | 57 | 833 | 1,000 | 657 | 343 | - |
| Vehicle repair | 13,197 | 8,670 | 4,527 | (6,197) | 7,000 | 4,599 | 2,401 | 8,987 |
| | 17,369 | 11,411 | 5,958 | (2,289) | 15,080 | 9,908 | 5,172 | 20,160 |
| Operating Costs | | | | | | | | |
| Admin fees | 3,045 | 2,001 | 1,044 | - | 3,045 | 2,001 | 1,044 | 3,000 |
| Education | 4,292 | 2,820 | 1,472 | 4,087 | 8,379 | 5,505 | 2,874 | 8,255 |
| Building maintenance | 4,642 | 3,050 | 1,592 | (2,642) | 2,000 | 1,314 | 686 | 2,672 |
| Conferences | 121 | 80 | 42 | 889 | 1,010 | 664 | 347 | 995 |
| Heat | 2,601 | 1,709 | 892 | (839) | 1,762 | 1,157 | 604 | 1,735 |
| Hydro | 5,358 | 3,520 | 1,838 | 1,590 | 6,948 | 4,565 | 2,383 | 6,845 |
| Insurance | 14,799 | 9,723 | 5,076 | 54 | 14,853 | 9,758 | 5,095 | 13,178 |
| Membership fees | 459 | 302 | 158 | 283 | 743 | 488 | 255 | 732 |
| Mileage | 1,072 | 704 | 368 | 1,921 | 2,993 | 1,967 | 1,027 | 2,949 |
| Miscellaneous | 1,165 | 765 | 400 | 835 | 2,000 | 1,314 | 686 | 4,167 |
| Office supplies | 823 | 541 | 282 | (38) | 785 | 516 | 269 | 773 |
| Radio and communications | 1,978 | 1,299 | 678 | (150) | 1,828 | 1,201 | 627 | 991 |
| Radio licence | - | - | - | - | - | - | - | 810 |
| Telephone | 2,323 | 1,526 | 797 | 648 | 2,970 | 1,952 | 1,019 | 2,259 |
| Water and sewer | 1,099 | 722 | 377 | (16) | 1,083 | 711 | 371 | 1,067 |
| Contract audit | 2,414 | 1,586 | 828 | (214) | 2,200 | 1,445 | 755 | 5,663 |
| Contract miscellaneous | 2,951 | 1,939 | 1,012 | (634) | 2,317 | 1,522 | 795 | 3,936 |
| Billable material and supplies | 8,207 | 5,392 | 2,815 | (8,207) | - | - | - | 4,653 |
| | 57,348 | 37,678 | 19,671 | (2,432) | 54,916 | 36,080 | 18,836 | 64,682 |

**Chesley and Area Fire Department
Supporting Schedules
For the year ending December 31, 2020**



| | % Budget Variance | Budget to Actual | 2020 Actual | 2020 Budget | 2019 Actual | 2018 Actual |
|-----------------|------------------------------|-----------------------------|--------------------|------------------------|--------------------|------------------------|
| Arran-Elderslie | 5.79% | 6,918 | 112,471 | 119,390 | 136,221 | 111,350 |
| Chatsworth | 1.71% | 992 | 57,048 | 58,040 | 67,838 | 54,243 |
| | 4.46% | 7,910 | 169,520 | 177,430 | 204,059 | 165,594 |



Chesley and Area Fire Department
Municipality of Arran-Elderslie Fire Services - Chesley Station

Fire Chief: Robert D Bell
211 1st. Ave North, Box 70
Chesley ON N0G 1L0

PH : 519-270-6512 FAX : 519-363-3730

Email : chesleyfire@arran-elderslie.ca

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Date
Feb 18 21

Totals by Geographic Location
From Jan 1 20 to Dec 31 20

| Response Type | # of Incidents |
|--|----------------|
| Unclassified | |
| 4132 - Brockton | |
| 32 Alarm System Equipment - Accidental activation (exc. code 35) | 1 |
| 96 Call cancelled on route | 1 |
| Total For 4132 - Brockton: | 2 |
| 414300 - Bruce Fire Rescue Services | |
| 01 Fire | 7 |
| 23 Open air burning/unauthorized controlled burning (no uncontrolled fire) | 3 |
| 31 Alarm System Equipment - Malfunction | 4 |
| 33 Human - Malicious intent, prank | 1 |
| 34 Human - Perceived Emergency | 5 |
| 35 Human - Accidental (alarm accidentally activated by person) | 1 |
| 38 CO false alarm - equipment malfunction (no CO present) | 2 |
| 39 Other False Fire Call | 1 |
| 42 Gas Leak - Propane | 1 |
| 50 Power Lines Down, Arcing | 2 |
| 58 Public Hazard call false alarm | 2 |
| 61 Vehicle Extrication | 1 |
| 62 Vehicle Collision | 10 |
| 65 Home/Residential Accident | 1 |
| 702 CPR administered | 2 |
| 703 Defibrillator used | 1 |
| 84 Medical Aid Not Required on Arrival | 1 |
| 86 Alcohol or drug related | 2 |
| 898 Medical/resuscitator call no action required | 3 |
| 89 Other Medical/Resuscitator Call | 6 |
| 911 Assisting Other FD: Automatic Aid | 1 |
| 92 Assistance to Police (exc 921 and 922) | 1 |
| 97 Incident not found | 1 |
| Total For 414300 - Bruce Fire Rescue Services: | 59 |

Chesley and Area Fire Department

Totals by Geographic Location Continued From Jan 1 20 to Dec 31 20

| Response Type | # of Incidents |
|--|-----------------------|
| 4237 - Municipality of Chatsworth Township | |
| 01 Fire | 3 |
| 03 NO LOSS OUTDOOR fire (see exclusions) | 4 |
| 23 Open air burning/unauthorized controlled burning (no uncontrolled fire) | 1 |
| 31 Alarm System Equipment - Malfunction | 1 |
| 36 Authorized controlled burning - complaint | 1 |
| 62 Vehicle Collision | 3 |
| 702 CPR administered | 2 |
| 85 Vital signs absent, DOA | 1 |
| 88 Accident or illness related - cuts, fractures, person fainted, etc. | 1 |
| 89 Other Medical/Resuscitator Call | 2 |
| 96 Call cancelled on route | 1 |
| Total For 4237 - Municipality of Chatsworth Township: | 20 |
| Total For Unclassified: | 81 |
| Total Number of Responses | 81 |



Chesley and Area Fire Department
Municipality of Arran-Elderslie Fire Services - Chesley Station

Fire Chief: Robert D Bell
211 1st. Ave North, Box 70
Chesley ON N0G 1L0
PH : 519-270-6512 FAX : 519-363-3730
Email : chesleyfire@arran-elderslie.ca

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Date
Feb 15 21

Totals by Geographic Location
From Jan 1 21 to Feb 15 21

Response Type # of Incidents

Unclassified

414300 - Bruce Fire Rescue Services

| | | |
|-----|--|---|
| 38 | CO false alarm - equipment malfunction (no CO present) | 1 |
| 42 | Gas Leak - Propane | 1 |
| 62 | Vehicle Collision | 1 |
| 898 | Medical/resuscitator call no action required | 2 |
| 89 | Other Medical/Resuscitator Call | 4 |
| 911 | Assisting Other FD: Automatic Aid | 1 |

Total For 414300 - Bruce Fire Rescue Services: 10

4237 - Municipality of Chatsworth Township

| | | |
|----|---------------------------------|---|
| 85 | Vital signs absent, DOA | 2 |
| 89 | Other Medical/Resuscitator Call | 1 |

Total For 4237 - Municipality of Chatsworth Township: 3

Total For Unclassified: 13

Total Number of Responses 13

Chesley and Area Fire Department

Totals by Geographic Location Continued From Jan 1 16 to Dec 31 20

| Response Type | # of Incidents |
|--|----------------|
| (no uncontrolled fire) | |
| 31 Alarm System Equipment - Malfunction | 2 |
| 36 Authorized controlled burning - complaint | 1 |
| 42 Gas Leak - Propane | 1 |
| 50 Power Lines Down, Arcing | 1 |
| 61 Vehicle Extrication | 1 |
| 62 Vehicle Collision | 4 |
| 910 Assisting Other FD: Mutual Aid | 1 |
| 912 Assisting Other FD: Fire Protection Agreement | 1 |
| 96 Call cancelled on route | 3 |
| <hr/> | |
| Total For 4237 - Municipality of Chatsworth Township: | 44 |
| <hr/> | |
| Total For Unclassified: | 93 |
| <hr/> | |
| Total Number of Responses | 93 |

**THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-ELDERSLIE**

BY-LAW NO. 12 - 2013

**BEING A BY-LAW TO AMEND BY-LAW NO. 31-00
(Being a By-law to Enter into a Joint Fire Protection Agreement, To Establish
and regulate a Fire Department and to Provide for Mutual Aid)**

WHEREAS Section 9 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, grants to municipalities the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS By-law No. 31-00 was passed by Council of the Municipality of Arran-Elderslie on the 18th day of September, 2000 being a by-law to enter into a Joint Fire Protection Agreement, to establish and regulate a fire department and to provide for mutual aid between the Municipality of Arran-Elderslie and the Township of Chatsworth; and

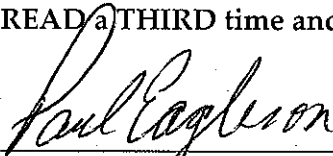
WHEREAS Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to amend this Agreement with the Township of Chatsworth to provide for the joint management of a fire department, to establish a joint board of management to be known as the "Chesley & Area Fire Department Joint Board of Management; and to establish and regulate a fire department to be known as the "Chesley & Area Fire Department;

**NOW THEREFORE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY
OF ARRAN-ELDERSLIE, HEREBY ENACTS AS FOLLOWS:**

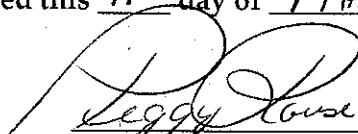
1. THAT this Council does hereby authorize the Mayor and Clerk to execute the Joint Fire Agreement between the Corporation of the Municipality of Arran-Elderslie and the Corporation of the Township of Chatsworth (Schedule "A" to By-law No. 12-2013), attached hereto as Schedule "A".
2. THAT Schedule "A" to By-law No. 31-00 be rescinded and Schedule "A", attached hereto be inserted to replace Schedule "A" to By-law No. 31-00.
3. THAT Schedule "A" to the Joint Fire Agreement – Appointment of Designated Municipality be rescinded and Schedule "A" to the Joint Fire Agreement – Appointment of Designated Municipality, attached hereto be inserted to replace Schedule "A" to the Joint Fire Agreement – Appointment of Designated Municipality to By-law No. 31-00.
4. THAT Schedule "D" to the Joint Fire Agreement – Chatsworth Map be rescinded and Schedule "D" to the Joint Fire Agreement, attached hereto be inserted to replace Schedule "D" to the Joint Fire Agreement – Chatsworth Map to By-law No. 31.00.
5. THAT Schedule "E" to the Joint Fire Agreement – Communications/Dispatch Agreement, attached to Schedule "A" of By-law No. 31-00 is hereby rescinded.
6. THAT Schedule "A", "D" forms part of this by-law.
3. THAT this by-law shall come into force and take effect upon receiving final passing hereof.

READ a FIRST and SECOND time this 11th day of March, 2013.

READ a THIRD time and finally passed this 11th day of MARCH, 2013.



Paul Eagleson, Mayor



Peggy Rouse, Clerk

SCHEDULE "A" TO BY-LAW

NO. 12-2013

JOINT FIRE AGREEMENT

THIS AGREEMENT MADE this 11th day of MARCH, 2013.

BETWEEN the following, collectively referred to as: "the PARTIES"

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE,
(hereinafter referred to as "ARRAN-ELDERSLIE")

-and-

THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH,
(hereinafter referred to as "CHATSWORTH")

WHEREAS the Parties hereto have passed their respective by-laws to provide for the joint management of a fire department, to establish a joint board of management to be known as the "Chesley & Area Fire Department Joint Board of Management", and to establish and regulate a fire department to be known as the "Chesley & Area Fire Department";

NOW THEREFORE the Parties hereto agree as follows:

DEFINITIONS:

1. a) CHESLEY & AREA FIRE DEPARTMENT JOINT BOARD OF MANAGEMENT, hereinafter referred to as the "BOARD", shall be composed of:
 - three (3) elected members from Arran-Elderslie Council
 - two (2) elected member from Chatsworth Counciland that if a member is absent, an alternate may be appointed as an acting member, for all purposes, for that meeting
- b) CHESLEY & AREA FIRE DEPARTMENT means the fire-fighting and fire protection service available at all times for the areas defined in this Agreement, hereinafter referred to as the "DEPARTMENT" and shall be under the general control, supervision and direction of the Board
- c) FIRE CHIEF means the person appointed by the Board, who is the head of the Department's personnel, and shall be subject to the direction, control and supervision of the Board, hereinafter referred to as the "CHIEF"
- d) DEPUTY FIRE CHIEF means the person appointed by the Board, who is second in command of the Department's personnel, and shall be subject to the direction, control and supervision of the Board, hereinafter referred to as the "DEPUTY"
- e) DESIGNATED MUNICIPALITY means the Party appointed to provide administrative services for the Board, subject to acceptance by the Party so appointed, in return for the annual fee as set out in Schedule "A", attached hereto and forming a part of this agreement, as amended from time to time by resolution of the Board upon notice by the Designated Municipality of a change in fee
- f) WATER TANK TRUCK means the vehicle owned, and used, by Arran-Elderslie and Chatsworth, hereinafter referred to as the "TANKER"
- g) FIRE HYDRANT means the apparatus supplied by Arran-Elderslie Water Department for an annual fee, charged to Arran-Elderslie, separately from any other water rate the Arran-Elderslie Water Department may impose for the use of its system

RESPONSIBILITIES OF THE BOARD:

2. That the Board shall be responsible for the following:
 - a) to annually elect a Chair from among its members who shall have authority to call meetings;
 - b) to appoint, by by-law, a Chief as in Schedule "B" attached hereto and forming a part of this agreement;
 - c) to appoint, by by-law, a Deputy as in Schedule "B" attached hereto and forming a part of this agreement;
 - d) Arran-Elderslie will provide, a Secretary-Treasurer;

- e) to prepare annual operating expense budgets, annual capital expense budgets and five (5) year capital proposals for presentation to the Councils of the parties hereto no later than March 31" of each year;
- f) for preparation of legislative by-laws governing the rules, regulations and administrative duties of both the Department and the Board for presentation to the Parties hereto for consideration;
- g) for formulating policies, rules and regulations for and relating to the administration of the Department and the Board, as required;
- h) to hold meetings, as required, each year as deemed to be necessary by the Chair, or, at the request of the Chief, or a majority of the members of the Board;
- i) the Board shall be responsible for the provision of fire protection services to the areas described in the schedules attached hereto and forming a part of this agreement, as follows:
 - i) Schedule "C" – part of Arran-Elderslie
 - ii) Schedule "D" – part of Chatsworth
- j) to ensure that the Chief, or his designate, is in attendance at all meetings;
- k) to authorize the Chief to purchase necessary equipment and supplies to keep equipment and apparatus in proper operating condition;
- l) to ensure that all business of the Board is done by written motion;

EXPENDITURES

- 3. That the annual total budgeted cost of the Department shall include all debt service charges, contingencies, grants, honoraria and all other normal costs associated with the operation of the said Department.
- 4. That all maintenance and capital costs associated with the Tanker shall be the responsibility of Arran-Elderslie and Chatsworth based on their percentage share of combined current value assessment of the area defined in Clause 2.i).
- 5. That Arran-Elderslie is responsible for fire hydrant rentals as set from time to time by the Arran-Elderslie Water Department.
- 6. That, notwithstanding Clauses 4. and 5., the Chief is authorized to use the Tanker, or the fire hydrants, as s/he deems necessary during an emergency.
- 7. That the Parties hereto agree that all capital and operating costs, will be based on each Party's percentage share of the total current value assessment as provided annually by the Municipal Property Assessment Commission for taxation, contained in the areas covered by this agreement as defined in Clause 2. i).
- 8. That the Parties hereto agree that all assets are jointly owned by both Parties proportionately determined by Schedule "F" attached hereto and forming a part of this agreement.
- 9. That Chatsworth will be responsible for the cost of dispatch by the Owen Sound Police Service Board for all properties within the boundaries of Chatsworth. (estimate \$ 2,500)

FINANCING

- 10. The Parties hereto agree to finance the operations of the Department by Arran-Elderslie billing Chatsworth the follows:
 - a) by March 31: 25 percent of the current years budget
 - b) by June 31: 25 percent of the current years budget
 - c) by September 30: 25 percent of the current years budget
 - d) by December 31: 15 percent of the current years budget
 - e) any remaining balance shall be reconciled with year end
 - f) or Annually at Arran Elderslie's discretion
- 11. The Parties hereto agree that failure to pay the bill as outlined in Clause 10., shall result in finance charges, based on local bank rates, being levied against the Party, on the outstanding amount, and shall be added to the Party's billing for that quarter.
- 12. The Parties hereto agree that operating and capital costs shall be reconciled quarterly by Arran-Elderslie and, if a balance remains payable over and above the budgeted amount previously forwarded, the balance is payable within thirty (30) days of the date of the invoice. If the balance remaining is a credit, it shall be applied to the next quarter.

13. The Parties hereto agree that the late payment charges in *effect* in Arran-Elderslie shall apply to payments received after thirty (30) days and shall be added to the next quarterly billing.
14. The Parties hereto agree to forward to Arran-Elderslie, by January 31st in any year, their total current value assessment, as provided by the Municipal Property Assessment Commission for taxation, in order to allow Arran-Elderslie to calculate the Parties' shares as required by Clause 7.
15. a) The Parties hereto agree to indemnify and save harmless the members serving on the Department from all actions, causes of action, damages and claims arising out of the performance or non-performance of the services they provide, except in the case of willful neglect of duty, or intentional damages caused by such individuals.
 b) The Parties hereto shall further not be responsible for personal injury or any consequences or damages arising as a result of personal injury occasioned by any individual serving on the Department, and all such members shall be notified that their services do include the chance of personal injury, and that they accept the risks associated with their being injured while on duty with the Department.
16. The Parties shall pass all necessary authorizing by-laws required to implement the authorities and operation of the Department.
17. This agreement shall be for a period of one year and shall remain in effect until a new agreement is made.
18. Notwithstanding Clause 16, the terms of this agreement may be renegotiated and amended from time to time, as the Parties may agree.
19. In the event a municipality wishes to cease participating in the Board, it may do so provided that:
 - a) One (1) year written notice is given to the other Party. Said notice shall terminate that Party's Agreement as of the thirty-first (31st) day of December in the year following that in which notice was given.
 - b) The Party giving notice shall be granted 75% of its share of the depreciated value of the jointly owned assets at the time of termination. It is understood that the Party's share is to be calculated according to the formula defined in Clause 7.
20. The Parties hereto agree that if any term hereby is invalid or unenforceable, by reason of any law in force in the Province of Ontario, such term may be severed and the remainder of this agreement shall remain in full force and *effect*.
21. The Parties hereto agree, irrevocably, to attorn to the Courts, and the Province of Ontario, and agree that any dispute between them shall be litigated in the Province of Ontario, and, in any event, all rights between them shall be construed in accordance with the law in the Province of Ontario in effect at the material time.
22. The Parties hereto agree that this Agreement shall take effect on the 1st day of January, 2013.

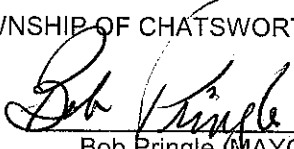
FOR THE COPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Per: 
 Paul Eagleson, MAYOR

Per: 
 Peggy Rouse, CLERK

We have the authority to bind the Corporation.

FOR THE COPORATION OF THE TOWNSHIP OF CHATSWORTH

Per: 
 Bob Pringle, MAYOR

Per: 
 Will Moore, CLERK

We have the authority to bind the Corporation.

SCHEDULE "A" to the JOINT FIRE AGREEMENT APPOINTMENT OF DESIGNATED MUNICIPALITY

1. Services to be provided by Arran-Elderslie as at January 1, 2013

| <u>A. Payroll:</u> | <u>ANNUAL CHARGE</u> |
|---|----------------------|
| 1. Setup, and maintain, special 'fire pay' requirements not necessary for other employees | 60.00 |
| 2. Setup and maintain 20 firefighters on system | 60.00 |
| 3. Annual fire pays – labour | 150.00 |
| - stationary | 20.00 |
| 4. Firefighter expense pays between regular | 50.00 |
| 5. Annual preparation of T-4's | 100.00 |
| 6. Reconciliation of T-4's to General Ledger | 100.00 |
| <u>B. Accounts Payable:</u> | |
| 1. Receive invoices, obtain signatures, and allocate invoices, Setup on system, produce council list for council approval | 360.00 |
| 2. Produce cheques and supply stationery and postage | 100.00 |
| <u>C. Quarterly Billings:</u> | |
| 1. Receive assessments from participating municipalities and calculate shares | |
| 2. Produce summary of expenses for quarter and reconcile to General Ledger | |
| 3. Invoice participating municipalities | |
| Total | 240.00 |
| No charge will be assessed if annual billing occurs | |
| <u>D. Annual Reporting:</u> | |
| 1. Setup all accounts payable at December 31st | |
| 2. Reconcile quarterly billings to General Ledger summary at December 31st and forward to participating municipalities for their audits. | |
| 3. Provide all summaries, reconciliations and copies for audit. | |
| Total | 225.00 |
| <u>E. Budgeting:</u> | |
| 1. Provision of budget reports for Board using Arran-Elderslie's computer system at no extra charge. | |
| <u>F. Miscellaneous:</u> | |
| 1. Phone calls for accounts payable, receiving parcels, receiving/sorting mail, photocopying, faxing, receiving/relaying messages, carrying charges for participating municipalities, forwarding Board minutes to members, etc., etc. | |
| | <u>35.00</u> |
| Total | \$1,500.00 |

Any additional service(s) required shall be at the current hourly rate, plus overhead charges, of the staff member performing the service.

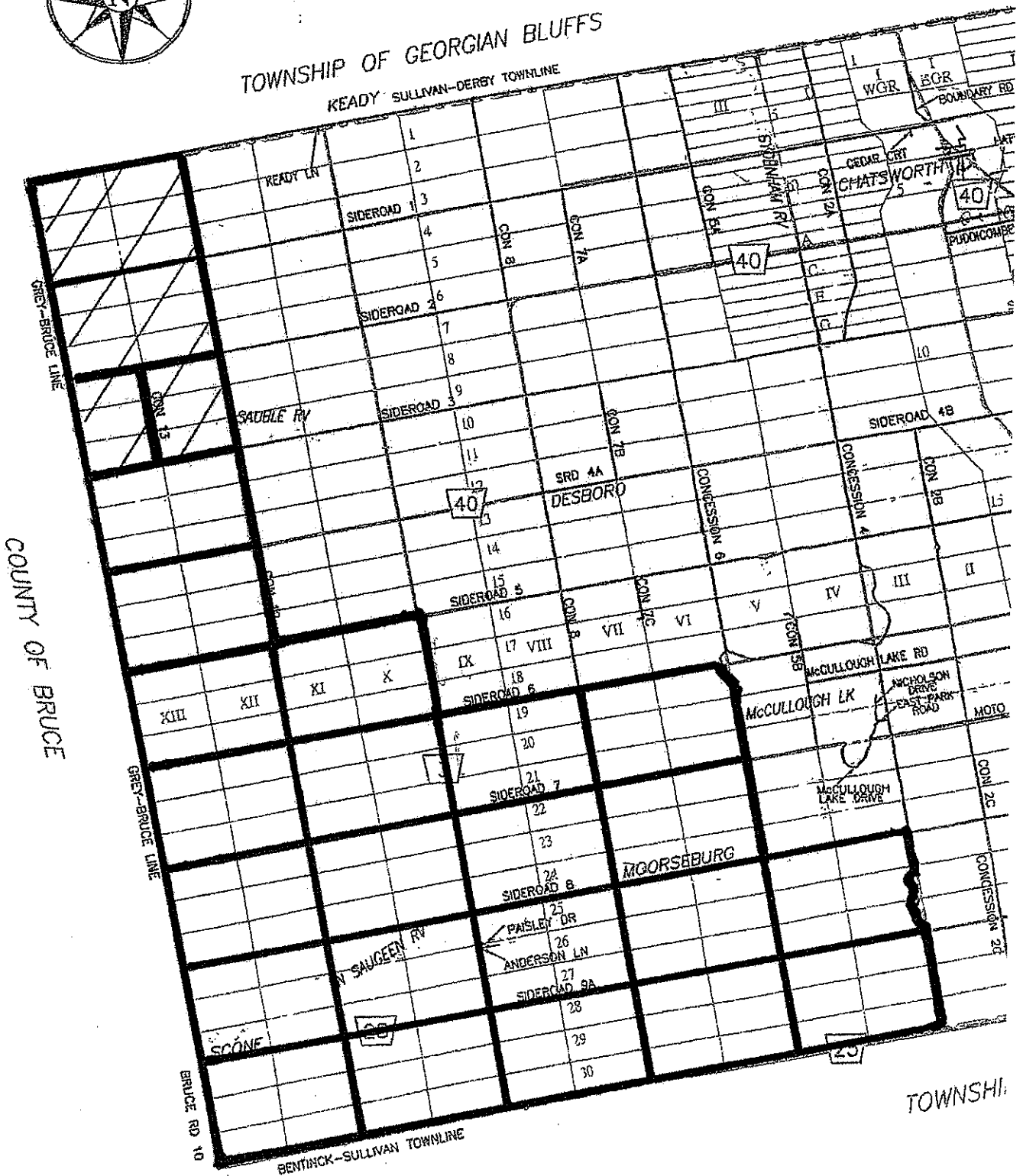
SCHEDULE "D" to the JOINT FIRE AGREEMENT

CHATSWORTH MAP

TOWNSHIP OF CHATSWORTH



TOWNSHIP OF GEORGIAN BLUFFS
Keady Sullivan-Derby Townline



COUNTY OF BRUCE

TOWNSHIP