



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD AGENDA

November 17, 2020 2:00 PM, Chesley Community Centre

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 October 20, 2020
5. New Business
 - 5.1- SRFIN.20.52 – Chesley Fire Board 2021 Revised Budget
 - 5.2 – Fire Chief's Report (Verbal)
6. Next Meeting Date
7. Adjournment



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



October 20, 2020 @ 2:00 PM, Arran-Elderslie Council Chambers

Members Present:

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

Members Present Electronically:

Shawn Greig – Township of Chatsworth

Members Absent:

Brian Dudgeon – 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

Staff Present Electronically:

Patti Sinnamon - CAO/Clerk, Township of Chatsworth
Karmen Kruger – Treasurer, Township of Chatsworth

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 Doug Bell
Seconded by: Member Scott Mackey

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

Carried - Resolution 5-2020



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



4. Minutes of Previous Meeting

The Board passed the following resolution:

Moved by: Member Scott Mackey
Seconded by: Member Doug Bell

Be it resolved that the Chesley and Area Fire Department Joint Fire Board adopts the minutes of the Regular Joint Board meeting held on February 4, 2020.

Carried - Resolution 6-2020

5. New Business

5.1- SRFIN.20.47 - Financial Summary – September 30, 2020

Treasurer, Tracey Neifer presented her report to the Board.

Subsequent to further discussion, the following resolution was passed:

Moved by: Member Scott Mackey
Seconded by: Member Doug Bell

Be it Resolved that the Chesley and Area Fire Department Joint Board receives Report SRFIN.20.47 for information – Financial Summary, September 30, 2020.

Carried - Resolution 7-2020

5.2 - SRFIN.20.48 - 2021 Budget

Treasurer, Tracey Neifer presented her report to the Board.

Action Item: Chief Bell to present number of responders attending an incident for next meeting.

Action Item: The Board requested that the Treasurer revisit the budget regarding wages and benefits. The treasurer will email specific amounts to the Board members.

Subsequent to further discussion, the following resolution was passed:

Moved by: Member Scott Mackey
Seconded by: Member Doug Bell



CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



Be it Resolved that the Chesley and Area Fire Department Joint Board Receives Report SRFIN.20.48 for information – 2021 Budget.

Carried - Resolution 8-2020

5.3 – Fire Chief's Report

Fire Chief Robert Bell noted that there were sixty-three (63) incidents compared to sixty (60) in 2019. Of these incidents, 46 were in Arran-Elderslie (38-2019), 17 in Chatsworth Township (19-2019), 0 Brockton (2-2019) 14 Fires (13-2019), 27 Ambulance Assist/MVC (23-2019), and 12 False Alarms (12-2019).

The back-up generator has been installed while a damaged light tower was repaired for a cost of \$1,300.00. There is continual replacement of turn out gear and they need to start replacing fire hoses.

He would like to see any monies from cost recovery to be put into a reserve for new rescue materials.

Mayor Mackey had an inquiry regarding automatic aid for fire calls only. Fire Chief Bell noted that there is nothing in place at this time, as Owen Sound would need to be included as well.

The rescue truck is 21 years old and will need to be replaced.

6. Next Meeting Date

The next meeting date will be November 17th at 2:00 p.m. at the Chesley Community Centre.

7. Adjournment

The Chair adjourned the meeting adjourned at 3:25 p.m.

Mark Davis, Chair

Christine Fraser-McDonald,
Recording Secretary



MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

CHESLEY & AREA FIRE DEPARTMENT JOINT BOARD
November 17, 2020
SRFIN.20.52

SUBJECT: Revised 2021 Budget

RECOMMENDATION:

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 Chesley & Area Fire Department Joint Board approves the 2021 Budget for submission to their respective Councils for consideration.

Submitted by:

Reviewed by:

Tracey Neifer
Treasurer

Robert Bell
Chief

Bill Jones
CAO/Clerk

BACKGROUND:

The first draft of the 2021 budget was reviewed by the Board on October 20th:

- SRFIN.20.48 2021 Budget

COMMENTS:

Based on the Board's discussion on October 20th, a revised Financial Summary has been completed to reflect:

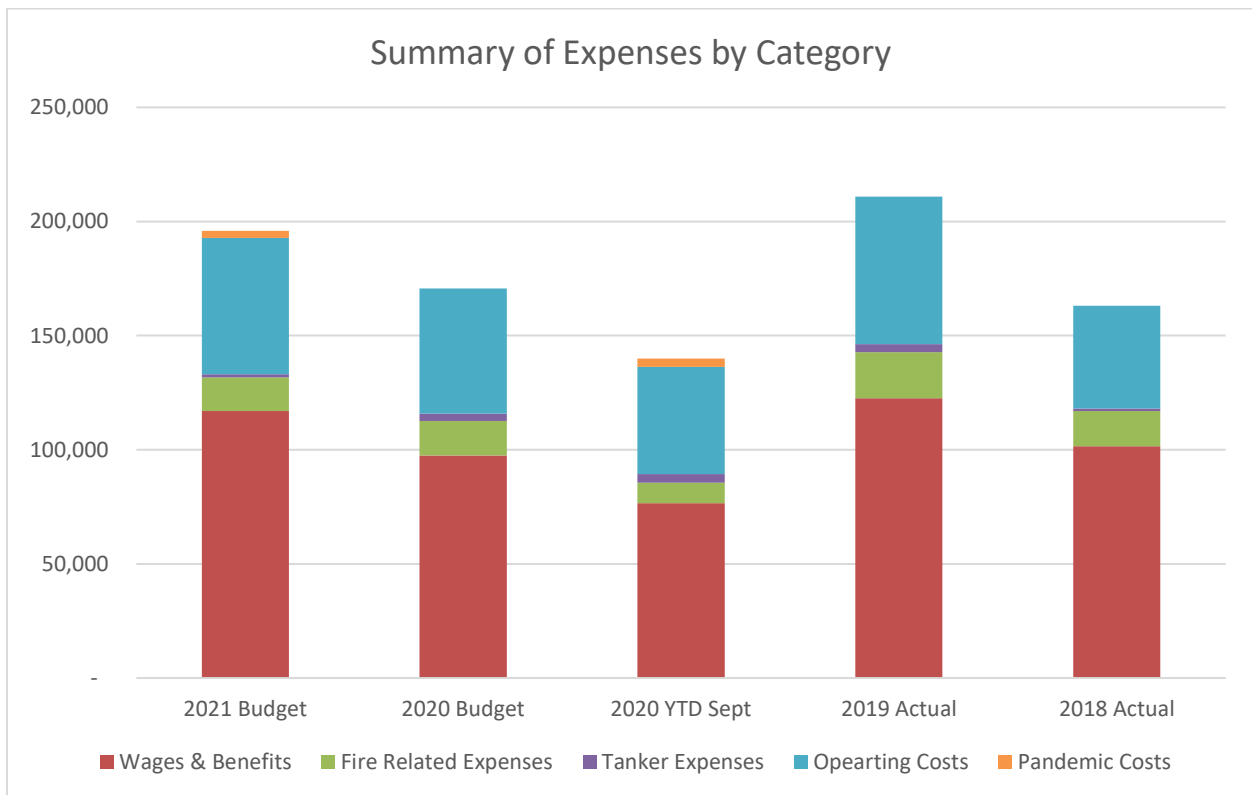
- Wages and expenses that are impacted by fire service call volumes
- Pandemic costs, including wages and expenses, shown separately
- Financed the pandemic costs with 2020 Safe Starts Funds
 - This requires a transfer to Reserve by each municipality to provide the funds for 2021's budget
- Heat and hydro have been adjusted to reflect a 2% budget increase

- Added a boot allowance of \$2,000 to address safety requirements
- Changed inspection materials to an Arran-Elderslie cost

FINANCIAL/STAFFING/OTHER IMPLICATIONS:

The financial summary has been prepared with a focus on expenses that are subject to change with service call volumes, other operating expenses, and pandemic costs. Service calls have increased compared to prior year, with 63 calls to date, compared to 60 at this time last year.

The chart shows an increase to the budget, which is more in line with 2019 actual costs incurred.



The 2021 Budget represents a budget increase in total operating expenses (before minor capital) of 14.74% or a 7.14% decrease compared to 2019 results. After taking into consideration the operating revenues, the net impact to each of the municipalities is:

	Budget Change to 2019	% Budget Increase	Budget Increase	2021 Budget	2020 Budget	2019 Actual	2018 Actual
Arran-Elderslie	-1.97%	11.84%	14,141	133,531	119,390	136,221	111,350
Chatsworth	-5.75%	10.16%	5,895	63,935	58,040	67,838	54,243
	-3.23%	11.29%	20,036	197,466	177,430	204,059	165,594

CONCLUSION:

That the Chesley and Area Fire Department Joint Board receives the report and approves the budget as presented.

Appendices:

Appendix A – Financial Summary – Budget for 2021

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

	2021 Budget	Arran- Elderslie	Chatsworth	2020 Actual <i>**Sept Draft</i>	2020 Budget	2019 Actual	2018 Actual	2017 Actual
Expenses								
Wages & Benefits	117,020	76,882	40,138	76,629	97,534	122,627	101,496	98,367
Fire Related Expenses	14,657	9,629	5,027	8,915	15,080	20,160	15,484	12,964
Tanker expenses	1,400	622	778	3,853	3,200	3,481	1,191	2,058
	133,077	87,134	45,943	89,397	115,814	146,268	118,171	113,389
Operating Costs	59,712	39,230	20,481	46,899	54,916	64,682	44,897	57,966
Pandemic Costs	3,100	2,037	1,063	3,689	-	-	-	-
	195,888	128,401	67,487	139,985	170,730	210,949	163,068	171,355
* Wages - inspections	2,000	2,000		2,055	2,000	1,167	1,981	591
* Wages - fire prevention	2,051	2,051		1,512	2,000	2,297	2,116	4,376
* Fire prevention/inspection materials	2,500	2,500		652	2,500	831	78	921
* Fire dispatch	6,383	6,383		4,693	6,200	6,347	6,161	6,126
* Transfer to reserves	8,500	8,500		8,500	8,500	9,839	8,500	4,656
Total operating expenses	217,323	149,836	67,487	157,397	191,930	231,430	181,904	188,025
Capital								
Minor equipment	15,300	10,052	5,248	13,677	15,000	12,961	16,212	15,635
Total expenses	232,623	159,888	72,735	171,074	206,930	244,392	198,116	203,660
Revenue								
Donations	5,000	3,285	1,715	8,485	5,000	11,249	5,859	12,850
* Bell Tower lease	8,500	8,500		8,500	8,500	8,500	8,500	-
Bell Tower hydro	5,000	3,285	1,715	3,164	5,000	4,814	3,940	4,532
Operational user fees	12,557	8,250	4,307	13,218	10,000	13,566	12,074	2,531
* Inspections fees	1,000	1,000		660	1,000	2,203	2,149	1,210
Transfer from reserves (pandemic)	3,100	2,037	1,063	2,716	-			
Total Revenue	35,157	26,357	8,800	36,743	29,500	40,333	32,522	21,123
Net operating expenses	197,466	133,531	63,935	134,331	177,430	204,059	165,594	182,537
Municipal Share								
Arran-Elderslie	133,531	133,531		89,335	119,390	136,221	111,350	122,478
Chatsworth	63,935		63,935	44,996	58,040	67,838	54,243	60,059
	197,466	133,531	63,935	134,331	177,430	204,059	165,594	182,537

* Funded by Municipality of Arran-Elderslie

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

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

	2021 Budget	Arran- Elderslie	Chatsworth	2020 Actual	2020 Budget	2019 Actual	2018 Actual	2017 Actual
Fire Related Expenses								
Refill air bottles	-	-	-	-	1,500	2,720	4,437	2,404
Oxygen bottles	-	-	-	-	-	-	-	-
Equipment repair	3,500	2,300	1,201	-	3,961	5,795	1,645	1,938
Recharge extinguishers	-	-	-	-	-	79	-	-
Gas and fuel	2,157	1,417	740	1,586	1,619	2,580	1,760	1,489
Small tools	1,000	657	343	-	1,000	-	-	899
Vehicle repair	8,000	5,256	2,744	7,330	7,000	8,987	7,642	6,234
	14,657	9,629	5,027	8,915	15,080	20,160	15,484	12,964
Operating Costs								
Admin fees	3,060	2,010	1,050	2,284	3,045	3,000	3,000	3,000
Education	8,500	5,585	2,916	2,791	8,379	8,255	1,583	11,596
Building maintenance	2,500	1,643	858	4,257	2,000	2,672	923	572
Conferences	1,200	788	412	-	1,010	995	1,155	983
Heat **	1,797	1,180	616	1,995	1,762	1,735	3,389	2,261
Hydro **	7,087	4,656	2,431	3,278	6,948	6,845	6,267	7,515
Insurance	14,822	9,738	5,084	14,531	14,853	13,178	12,026	12,346
Membership fees	740	486	254	459	743	732	914	599
Mileage	2,000	1,314	686	782	2,993	2,949	2,327	4,785
Miscellaneous	7	5	2	1,180	2,000	4,167	1,579	2,444
Office supplies	1,200	788	412	-	785	773	575	92
Radio and communications	2,500	1,643	858	828	1,828	991	1,267	1,951
Radio licence	-	-	-	-	-	810	810	810
Telephone	3,000	1,971	1,029	1,709	2,970	2,259	1,890	1,636
Water and sewer	1,400	920	480	1,384	1,083	1,067	1,258	1,547
Contract audit	2,200	1,445	755	1,650	2,200	5,663	2,100	2,100
Contract miscellaneous	2,699	1,773	926	1,985	2,317	3,936	3,835	3,730
Billable material and supplies	5,000	3,285	1,715	7,785	-	4,653	-	-
	59,712	39,230	20,481	46,899	54,916	64,682	44,897	57,966

** adjusted to reflect a 2% budget increase