



## CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD AGENDA

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**October 20, 2020 2:00 PM, 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
  - 4.1 Minutes of meeting held February 4, 2020
5. New Business
  - 5.1 - SRFIN.20.47 - Financial Summary – September 30, 2020
  - 5.2 - SRFIN.20.48 - 2021 Budget
  - 5.3 – Fire Chief's Report (Verbal)
6. Next Meeting Date
7. Adjournment



# CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



**February 4, 2020 @ 3:30 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  
Shawn Greig – Township of Chatsworth

## **Staff Present:**

Robert Bell – Fire Chief, Chesley Fire Department  
Christine Fraser-McDonald, Acting Clerk (Recording Secretary)  
Tracey Neifer - Treasurer

### **1. Call to Order**

Acting Clerk, Christine Fraser-McDonald called the meeting to order at 3:30 p.m. with a quorum present.

### **2. Election of Chairperson**

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

Member Scott Mackey nominated Mark Davis Chair.

The Acting Clerk turned the meeting over to the Chair.

### **3. Declaration of Pecuniary Interest**

None declared.

### **4. Adoption of Agenda**

The Board passed the following resolution:

Moved by: Member Doug Bell

Seconded by: Member Shawn Greig

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

**Carried - Resolution 1-2020**

### **5. Minutes of Previous Meeting**

The Board passed the following resolution:



## CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



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

Be it resolved that the Chesley and Area Fire Department Joint Board adopts the minutes of the Regular Joint Board meeting held on November 13, 2019.

**Carried - Resolution 2-2020**

### 6. **New Business**

#### a) SRFIRE.20.04 – Review of Establishing and Regulating By-law

Fire Chief Robert Bell responded to questions from the Board. He noted that the Municipality of Arran-Elderslie By-law No.12-2013 was created to amend its existing By-law No. 31-00. This is a By-law to enter into a Joint Fire Protection Agreement and regulate a Fire Department and to Provide for Mutual Aid. Since 2013, there have been some legislated changes and requirements that necessitate a review of all associated documents.

The Fire Chief will obtain from both Arran-Elderslie and Chatsworth Township all the relevant documents for review. These documents will be revised as required and presented to each Municipal Clerk for further vetting prior to final draft.

Subsequent to further discussion, the following resolution was passed:

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

Be it Resolved

- 1) That Report SRFB.20.04 be received – Review of Establishing & Regulating By-law and its Associated Documents; and
- 2) That the Chesley and Area Fire Department Joint Fire Board approves the review recommendation as presented.

**Carried - Resolution 3-2020**

#### b) SRFIN.20.11 – Financial Summary – December 31, 2019

Treasurer, Tracey Neifer presented her report to the Board.

She noted that the net operating expenses on December 31<sup>st</sup> are \$190,835 compared to budget of \$177,033, resulting in an overage of \$20,802. The municipal impact is an increase of \$12,055 for Arran-



## CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES



Elderslie and \$8,747 for Chatsworth. The increase is largely attributed to:

- \$14,452 increase in Wages & Benefits; of which \$13,940 is related to increased fire calls and \$6,027 for fire practices. There has been an offsetting savings of \$3,865 in the wages for education and training.
- \$20,393 increase in Materials and Supplies; with increases noted in numerous areas ranging from air bottles, equipment and vehicle repairs, gas/fuel, and prior year audit expense.

Revenue recognized has produced positive results with an increase of \$12,879. Donations include funds received from the Chesley Firefighter Association, which has increased by \$6,249. The costs associated with an increase in fire calls is offset by the recovery of costs invoiced, which has increased \$4,515.

Minor equipment includes fire helmets, multi-purpose rescue gear, bunker gear sets and vehicle stabilizers.

Subsequent to further discussion, the following resolution was passed:

Moved by: Member Brian Dudgeon

Seconded by: Member Doug Bell

Be it Resolved

- 1) That SRFIN.20.11 be received for information – Financial Summary – December 31,2019 Draft; and
- 2) That the total current value assessment be updated for 2020 to determine the percentage share of each municipality.

**Carried - Resolution 4-2020**

The Fire chief noted that Larry Walpole is a long service member. There will be a service award for Mr. Walpole. The Chief asked if the Chair could present an award to Mr. Walpole at a Council meeting. Mayor Mackey noted that Chatsworth would also present a certificate of achievement.

Mayor Mackey also noted that Chatsworth approved a contribution to a generator for the Chelsey Fire Hall.

### 7. Next Meeting Date

The next meeting date will be in October 20, 2020 at 3:00 p.m.



# CHESLEY and AREA FIRE DEPARTMENT JOINT FIRE BOARD MINUTES

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## 8. Adjournment

The Chair adjourned the meeting adjourned at 4:23 p.m.

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Mark Davis, Chair

\_\_\_\_\_  
Christine Fraser-McDonald,  
Recording Secretary



# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

CHESLEY & AREA FIRE DEPARTMENT JOINT BOARD  
October 20, 2020  
SRFIN.20.47

SUBJECT: Financial Summary – September 30, 2020

### RECOMMENDATION:

*Be It Resolved,*

- 1) That SRFIN.20.47 be received for information – Financial Summary – September 30, 2020

Submitted by:

*Tracey Neifer*

Tracey Neifer  
Treasurer

Reviewed by:

*Bill Jones*

Bill Jones  
CAO/Clerk

### 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 September 30, 2020.

### FINANCIAL/STAFFING/OTHER IMPLICATIONS:

After nine months of operations the net operating expenses at September 30th are \$134,331 compared to a budget of \$133,073, resulting in a slight overage of \$1,258. In comparison to budget there has been an increase in both operating expenses and revenues. The most notable variances are attributed to the following:

### **Expenses:**

- ✓ Total Operating expenses have increased by \$13,449, with the largest variance being related to operating expenses, which has increased by \$9,464.
  - **Wages** - increased by \$5,864 due to an increase in fire calls, and administrative time directly related to Covid-19. The costs incurred for Covid-19 are \$2,385, which staff will continue to monitor and track through the last quarter of the year.
  - **Materials and supplies** - increased by \$3,601, which is attributed to:
    - Vehicle repairs include regular maintenance as well as the replacement of a fuel tank, which has led to total expenses of \$7,330 on an annual budget of \$7,000.
    - Building maintenance includes \$2,715 for the replacement and installation of a door, which has been offset by a transfer from Arran-Elderslie's reserves.
    - Additional supplies totalling \$7,785 have been purchased and funded by donations from the Chesley Firefighter Association; larger items being a defibrillator and super vac.
    - Similar to tracking wages related to Covid-19, staff have also tracked the cost of additional cleaning supplies and PPE, with year-to-date spending of \$1,304.
- ✓ Minor equipment is in line with annual spending, with funds being spent on 6 sets of bunker gear.

### **Revenue:**

- ✓ Total Revenue has increased by \$14,618, representing 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 receives the report for information.

### **Appendices:**

Appendix A – Financial Summary – September 30, 2020

**Chesley and Area Fire Department**  
**Financial Summary**  
**For the nine months ended September 30, 2020**

	2020 Actual	Arran- Elderslie	Chatsworth	YTD Budget	2020 Budget	Arran- Elderslie	Chatsworth	2019 Actual	2018 Actual	2017 Actual
<b>Expenses</b>										
Operating expenses	136,237	89,508	46,729	126,773	169,030	113,677	55,353	207,468	161,877	169,297
* Wages - inspections	2,055	2,055		1,500	2,000	2,000		1,167	1,981	591
* Wages - fire prevention	1,512	1,512		1,500	2,000	2,000		2,297	2,116	4,376
* Fire prevention materials	547	547		750	1,000	1,000		831	78	921
* Fire dispatch	4,693	4,693		4,650	6,200	6,200		6,347	6,161	6,126
Tanker expenses	3,853	1,712	2,141	2,400	3,200	1,422	1,778	3,481	1,191	2,058
* Transfer to reserves	8,500	8,500		6,375	8,500	5,585	2,916	8,500	8,500	4,656
* Transfer to reserves - minor equipment (AE)		-						1,339		
<b>Total operating expenses</b>	<b>157,397</b>	<b>108,527</b>	<b>48,870</b>	<b>143,948</b>	<b>191,930</b>	<b>131,883</b>	<b>60,047</b>	<b>231,430</b>	<b>181,904</b>	<b>188,025</b>
<b>Capital</b>										
Minor equipment	13,677	8,985	4,691	11,250	15,000	9,855	5,145	12,961	16,212	15,635
<b>Total expenses</b>	<b>171,074</b>	<b>117,513</b>	<b>53,561</b>	<b>155,198</b>	<b>206,930</b>	<b>141,738</b>	<b>65,192</b>	<b>244,392</b>	<b>198,116</b>	<b>203,660</b>
<b>Revenue</b>										
Donations	8,485	5,575	2,910	3,750	5,000	3,285	1,715	11,249	5,859	12,850
* Bell Tower lease	8,500	8,500		6,375	8,500	5,585	2,916	8,500	8,500	-
Bell Tower hydro	3,164	2,079	1,085	3,750	5,000	3,285	1,715	4,814	3,940	4,532
Operational user fees	13,218	8,684	4,534	7,500	10,000	6,570	3,430	13,566	12,074	2,531
* Inspections fees	660	660		750	1,000	1,000		2,203	2,149	1,210
* From Reserves	2,716	2,716								
<b>Total Revenue</b>	<b>36,743</b>	<b>28,213</b>	<b>8,529</b>	<b>22,125</b>	<b>29,500</b>	<b>19,725</b>	<b>9,776</b>	<b>40,333</b>	<b>32,522</b>	<b>21,123</b>
<b>Net operating expenses</b>	<b>134,331</b>	<b>89,299</b>	<b>45,031</b>	<b>133,073</b>	<b>177,430</b>	<b>122,014</b>	<b>55,416</b>	<b>204,059</b>	<b>165,594</b>	<b>182,537</b>
<b>Municipal Share</b>										
Arran-Elderslie	89,299	89,299		95,668	122,014	122,014		136,221	111,351	122,478
Chatsworth	45,031		45,031	37,404	55,416		55,416	67,838	54,243	60,059
	<b>134,331</b>	<b>89,299</b>	<b>45,031</b>	<b>133,073</b>	<b>177,430</b>	<b>122,014</b>	<b>55,416</b>	<b>204,059</b>	<b>165,594</b>	<b>182,537</b>

\* Funded by Municipality of Arran-Elderslie

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





# MUNICIPALITY OF ARRAN-ELDERSLIE

## STAFF REPORT

CHESLEY & AREA FIRE DEPARTMENT JOINT BOARD

October 20, 2020

SRFIN.20.48

SUBJECT: 2021 Budget

### RECOMMENDATION:

*Be It Resolved,*

- 1) That SRFIN.20.48 be received for information – 2021 Budget, and
- 2) 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*

*Robert Bell*

*Bill Jones*

Tracey Neifer  
Treasurer

Robert Bell  
Chief

Bill Jones  
CAO/Clerk

### BACKGROUND:

Section 2 of The Joint Fire Agreement passed by by-law 12-2013 provides for the following:

- To prepare annual operating expense budgets, annual capital expense budgets and five (5) year capital proposals for presentation to the respective Councils no later than March 31<sup>st</sup> of each year.

### COMMENTS:

The attached Financial Summary includes the proposed operating budget for 2021, including minor capital. The Municipality of Arran-Elderslie is in the process of updating its asset management program and recommends bringing forward a capital plan after it has been completed (July 2021).

**FINANCIAL/STAFFING/OTHER IMPLICATIONS:**

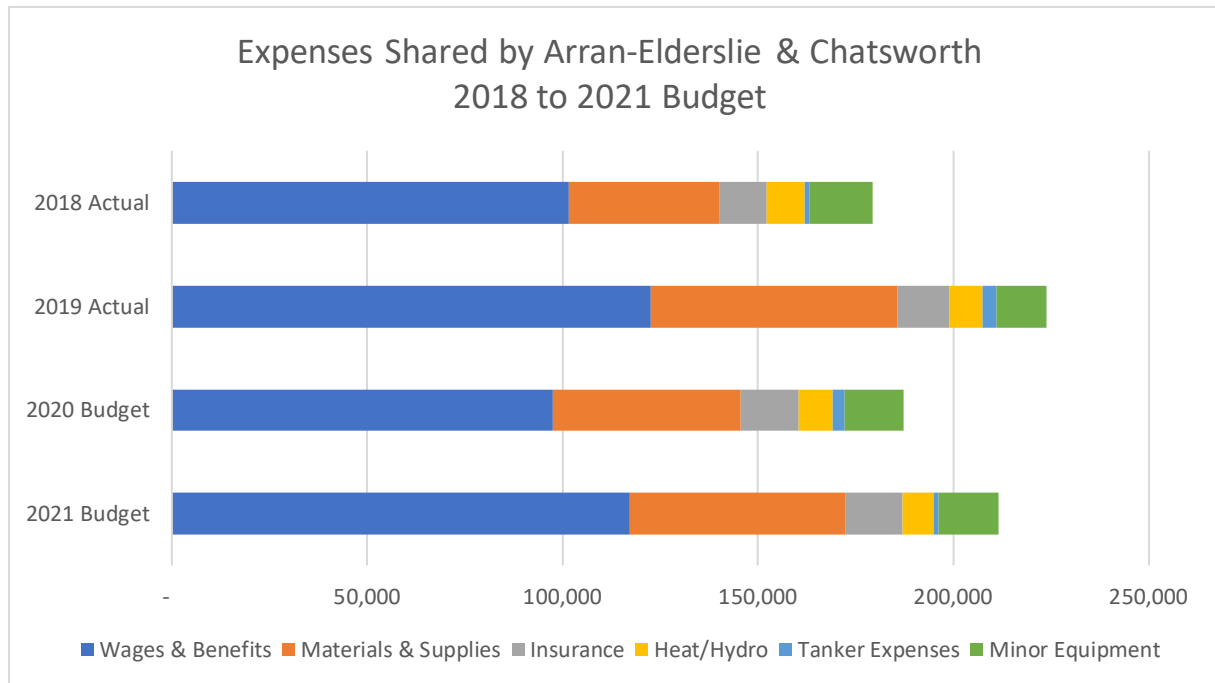
The 2021 Budget represents a budget increase in total expenses of 11.89% or a 5.26% decrease compared to 2019 results. After taking into consideration the operating revenues, the net impact to each of the municipalities is:

	% Increase	Budget Increase	2021 Budget	2020 Budget	2019 Actual	2018 Actual
Arran-Elderslie	12.52%	14,950	134,340	119,390	136,221	111,351
Chatsworth	12.23%	7,100	65,140	58,040	67,838	54,243
	12.43%	<b>22,051</b>	<b>199,481</b>	<b>177,430</b>	<b>204,059</b>	<b>165,594</b>

The budget has been prepared based on the following considerations and assumptions:

- A review of September 30<sup>th</sup> annualized results and 2020 Budget
- 1.75% wage rate increase, following Arran-Elderslie's collective agreement for union employees
- 2% inflation on materials and supplies
- 10% increase on insurance, based on 2020's renewal experience
- 11% increase on heat and hydro, based on a MFOA presentation and energy consult
- Inclusion of direct costs attributed to Covid-19 pandemic – administrative and PPE

Expenditures allocations are proportional when compared to prior year, with the largest expense attributed to wages and benefits. This cost is largely driven by the number of service calls received during the year, which also has a direct impact on some of the costs under materials and supplies.



	2021 Budget	2020 Budget	2019 Actual	2018 Actual
Total Shared Expenses	211,603	187,230	223,911	179,280

Materials and supplies include an upgrade to the computer system and pager replacements that are needed in 2021.

The following chart provides a comparison as a percentage of total shared expenses. The analysis has excluded expenses that are 100% funded by the Municipality of Arran-Elderslie.

	2021 Budget	2020 Budget	2019 Actual	2018 Actual
Wages & Benefits	55.3%	52.1%	54.8%	56.6%
Materials & Supplies	26.1%	25.6%	28.2%	21.6%
Insurance	7.0%	7.9%	5.9%	6.7%
Heat/Hydro	3.7%	4.7%	3.8%	5.4%
Tanker Expenses	0.7%	1.7%	1.6%	0.7%
Minor Equipment	7.2%	8.0%	5.8%	9.0%
	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

**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 <b>**Sept Draft</b>	2020 Budget	2019 Actual	2018 Actual	2017 Actual
<b>Expenses</b>								
Operating expenses	194,903	128,051	66,852	136,237	169,030	207,468	161,877	169,297
* 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 materials	1,000	1,000		547	1,000	831	78	921
* Fire dispatch	6,383	6,383		4,693	6,200	6,347	6,161	6,126
Tanker expenses	1,400	622	778	3,853	3,200	3,481	1,191	2,058
* Transfer to reserves	8,500	8,500		8,500	8,500	9,839	8,500	4,656
<b>Total operating expenses</b>	<b>216,237</b>	<b>148,608</b>	<b>67,630</b>	<b>157,397</b>	<b>191,930</b>	<b>231,430</b>	<b>181,904</b>	<b>188,025</b>
<b>Capital</b>								
Minor equipment	15,300	10,052	5,248	13,677	15,000	12,961	16,212	15,635
<b>Total expenses</b>	<b>231,537</b>	<b>158,660</b>	<b>72,877</b>	<b>171,074</b>	<b>206,930</b>	<b>244,392</b>	<b>198,116</b>	<b>203,660</b>
<b>Revenue</b>								
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	-	-		2,716	-			
<b>Total Revenue</b>	<b>32,057</b>	<b>24,320</b>	<b>7,737</b>	<b>36,743</b>	<b>29,500</b>	<b>40,333</b>	<b>32,522</b>	<b>21,123</b>
<b>Net operating expenses</b>	<b>199,481</b>	<b>134,340</b>	<b>65,140</b>	<b>134,331</b>	<b>177,430</b>	<b>204,059</b>	<b>165,594</b>	<b>182,537</b>
<b>Municipal Share</b>								
Arran-Elderslie	134,340	134,340		89,299	119,390	136,221	111,351	122,478
Chatsworth	65,140		65,140	45,031	58,040	67,838	54,243	60,059
	<b>199,481</b>	<b>134,340</b>	<b>65,140</b>	<b>134,331</b>	<b>177,430</b>	<b>204,059</b>	<b>165,594</b>	<b>182,537</b>

\* Funded by Municipality of Arran-Elderslie

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