



Chesley and Area Joint Fire Board Agenda

November 26, 2024, 4:00 PM
Council Chambers and/or Via Microsoft Teams
1925 Bruce Road 10
Chesley, ON N0G 1L0

	Pages
1. Call to Order	
2. Adoption of Agenda	
3. Declaration of Pecuniary Interests	
4. Minutes of Previous Meeting	
4.1 July 16, 2024 Fire Board Minutes	1
5. New Business	
5.1 SRFIN.24.21 2025 Budget Draft – Chesley and Area Joint Fire Board	6
5.2 SRFIRE 24.07. Chesley and Area Joint Fire Board Third Quarter Report	14
6. Next Meeting Date	
Meeting dates for 2025:	
• February 11, 2025	
• May 13, 2025	
• August 12, 2025	
• November 18, 2025 (November 11th is Remembrance Day)	
7. Adjournment	

**Chesley and Area Joint Fire Board
MINUTES**

**Tuesday, July 16, 2024, 4:00 p.m.
Municipal Council Chambers
1925 Bruce Road 10, Chesley**

Members Present: Brian Dudgeon - Arran-Elderslie
Darryl Hampton - Arran-Elderslie
Steve Hammell - Arran-Elderslie
Shawn Greig - Chatsworth
Scott Mackey- Chatsworth

Staff Present: Christine Fraser-McDonald, Clerk - Arran-Elderslie
Sylvia Kirkwood, Chief Administrative Officer - Arran-
Elderslie
Steve Tiernan, Fire Chief - Arran-Elderslie
Patty Sinnamon, Chief Administrative Officer/Clerk -
Chatsworth
Mike Givens, Fire Chief - Chatsworth

1. Call to Order

Chair Hammell called the meeting to order at 4:00 p.m. A quorum was present.

2. Adoption of Agenda

Subsequent to further discussion, Council passed the following resolution:

06-02-2024

Moved by: Scott Mackey- Chatsworth

Seconded by: Shawn Greig - Chatsworth

Be It Resolved that the agenda for the Chesley and Area Joint Fire Board Meeting of July 16, 2024 be received and adopted, as distributed by the Clerk.

Carried

3. Declaration of Pecuniary Interests

None declared at this time.

4. Minutes of Previous Meeting

Subsequent to further discussion, Council passed the following resolution:

07-02-2024

Moved by: Darryl Hampton - Arran-Elderslie

Seconded by: Brian Dudgeon - Arran-Elderslie

Be It Resolved that the Chesley and Area Fire Board adopts the minutes of the Committee meeting held on March 26, 2023.

Carried

5. New Business

5.1 SRCLK.2024.09 – Joint Fire Services Agreement

Clerk, Christine Fraser-McDonald responded to questions from Members of the Board.

Municipal Solicitor, Christopher Cooper of SV Law, presented the draft agreement to the Board with a general overview.

CAO Kirkwood noted that the sale of the lands for the firehall were 69.8% for Elderslie/Chesley and 30.2% for Chatsworth. The Chesley Kinsmen Club raised \$100,000 for the firehall. CAO Sinnamon noted that she had looked for further evidence regarding the cost of the building construction. Both CAO's felt

that the assets should be divided in the same way and spelled out clearly in the agreement.

The Board directed staff to move to a four member board and that this should be included in the next draft of the agreement.

Each municipality will continue to pay for their respective dispatching services, and there will be at the minimum an annual review of the MPAC assessment.

CAO Kirkwood noted that Intact Insurance had provided clarification wording for the insurance portion. These sections will be updated in the new agreement.

The draft 2024 boundary map will be taken back to the Chatsworth Council meeting.

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

08-02-2024

Moved by: Scott Mackey- Chatsworth

Seconded by: Shawn Greig - Chatsworth

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

1. Directs staff to make any applicable changes to the Draft Joint Fire Services Agreement and bring back a final draft for endorsement at the next available Fire Board meeting.

Carried

5.2 SFRIN.24.10 Chesley and Area Joint Fire Board Chesley Pumper Truck Financing

Mayor Mackey asked for an updated asset report regarding age etc. of assets so there is up to date information for the respective Council's budgeting processes.

Subsequent to further discussion, Council passed the following resolution:

09-02-2024**Moved by:** Scott Mackey- Chatsworth**Seconded by:** Darryl Hampton - Arran-
Elderslie

Be It Resolved that Chesley and Area Joint Fire Board hereby,

1. Accepts the proposed budget plan as presented for the purchase of the new Chesley Pumper Truck which shall reflect the updated percentage cost of ownership as outlined in the Joint Fire Services Agreement.
2. Proceed with the RFP process for the Chesley Pumper Truck in 2024; and
3. Directing staff to bring forward the remaining funds required for the balance of the purchase of the Chesley Pumper Truck during the 2025 Budget process.

Carried**5.3 Pumper Truck RFP Update**

Arran-Elderslie Fire Chief Steve Tiernan updated the Board on the Pumper Truck RFP process.

6. Next Meeting Date

- September 17, 2024
- November 19, 2024

7. Adjournment

Subsequent to further discussion, Council passed the following resolution:

10-02-2024**Moved by:** Shawn Greig - Chatsworth**Seconded by:** Darryl Hampton - Arran-
Elderslie

Be It Resolved that the meeting be adjourned to the call of the Chair at 5:30 p.m.

Carried

Chair

Recording Secretary



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: November 26, 2024

Subject: SRFIN.24.21 2025 Budget Draft – Chesley and Area Joint Fire Board

Report from: David Munro, Interim Treasurer

Appendices: Appendix A – 2025 Operating Budget Draft

Recommendation

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

1. Receives Report SRFIN.24.21 – 2025 Draft Budget and directs staff to share any changes to the draft with the Township of Chatsworth;
2. Directs the Municipality of Arran-Elderslie and the Township of Chatsworth to incorporate this draft budget into their respective municipal budgets for 2025.

Report Summary

At this time, the 2025 budget remains in Draft form, with the next Arran-Elderslie budget review scheduled for December 9, 2024. The final version of the 2025 budget may change when it is reviewed on this date.

The Township of Chatsworth's portion of the Chesley Fire Station Operating draft budget is up slightly vs the 2024 budget. The Chesley Pumper Truck timing of payments over 2024, 2025, and 2026 is detailed in the Analysis section below.

There are three Chesley Fire capital projects that will be funded from the Chesley Fire reserves.

Background

Arran-Elderslie has a department (01-2012) set up for each Fire Station in its accounting system. The Chesley Fire Station account code is 01-2012 and contains all the revenue and expenses associated with the Chesley Fire station. The Chatsworth portion of the

revenue, expenses and capital expenditures are 30%. Arran-Elderslie invoices Chatsworth for their portion of any expenses.

Analysis

At this time, the 2025 budget remains in Draft form, with the next Arran-Elderslie budget review scheduled for December 9, 2024. The final version of the 2025 budget may change when it is reviewed on this date by Council.

Operating

Please refer to the table below and Appendix A – 2025 Operating Budget Draft (attached).

In summary, the 2025 Operating Budget Draft for the Chatsworth portion is 1.6% higher than the 2024 budget.

Arran-Elderslie invoices 25% at the end of each of the first three quarters, 15% at the end of the year, then in the new year, reconciles and creates a final invoice backdated to December 31.

Month		2024	2025
March 31	25% of budget	\$21,072	\$21,413
June 30	25% of budget	\$21,072	\$21,413
September 30	25% of budget	\$21,072	\$21,413
December 31	15% of budget	\$12,643	\$21,413
December 31	Final Reconciliation	TBD	TBD
Total Budget		\$84,288	\$85,652
		\$ increase over 2024	\$1,364
		% increase over 2024	1.6%

The 2025 budget details are attached in Appendix A – 2025 Operating Budget Draft. Here are some highlights:

- Fire fighters will receive a 3% increase in wages.
- The Municipality has discontinued using account 9020 Transfer to Capital (“minor capital”) and now uses account 4340 Material & Supplies. There is an increase in the 4340 account and a decrease in the 9020 account.
- This change from “minor capital” allows for the consolidation of account 5820 Chatsworth Capital into 5810 Chatsworth Operating.
- The training budget has been moved from a common account to each fire station and there is an increase in 4551 Training and a decrease in 9050 Int Transfer.
- The Chatsworth portion of the Chesley Fire Station total budget is 30% of the total budget without the account 5810 Chatsworth Operating.

Capital

Chesley Pumper Truck

As per the contract, the Municipality paid a 10% deposit of \$76,000 plus HST. Chatsworth's portion is 30% (\$22,800 plus HST) and Chatsworth was invoiced on October 29, 2024.

For 2025, the chassis is expected to be billed at 25% \$190,000 plus HST. The Chatsworth portion is 30% (\$57,000). Arran-Elderslie has budgeted for their portion in 2025 and recommends Chatsworth includes \$57,000 (plus the non-recoverable portion of HST) in their 2025 budget.

The truck will be delivered in 2026 and the final bill of \$494,000 plus HST is expected. Chatsworth's portion is 30% (\$148,200 plus HST). Both Arran-Elderslie and Chatsworth should budget this in 2026.

It should be noted that the Chesley Rescue Truck requires refurbishment in 2027.

There are three other capital projects planned for 2025 that will be funded by the Chesley Fire Station Reserve and the Chesley Fire Bell Mobility Reserve.

25-FIRE-4122 AE Fire Modernization of Frontline Thermal Imaging Cameras \$8,000 (Chesley portion)

Required A

Current inventory:

Tara	Required due to being out of service
Paisley	1
Chesley	1

The Municipality is in the process of upgrading the Thermal Imaging Cameras (TIC) from Situational TIC's to Operational TIC's. Currently Tara's TIC has ceased to operate with the OEM battery due to the life of the unit.

The Fire Chief will be applying for a Fire House Subs grant to off set the purchase of the cameras. In the event the grant application is unsuccessful or falls short of the total cost, the rest of the money will come from the Chesley Fire Bell Mobility Reserve.

24-FIRE-0016 Building-2nd Story Live Training Centre \$2,500 (Chesley portion)

Required B

The Live Fire Training Ground was utilized heavily this year for live fire training as well as search and rescue training.

This year the Municipality would like to move forward with the second story to simulate basement and second story fires.

All work is being completed by the Fire Chief and firefighters. The Fire Chief has also donated \$9,000 of steel floor grating for building the interior stairwell, outside stairs and upper platform

This capital project will be funded by the Chesley Fire Bell Mobility Reserve.

25-FIRE-4103 Bunker Gear (2 sets for Chesley) \$8,000

Required A

When a volunteer fire fighter resigns/moves/retires we recruit a new volunteer fire fighter. If the previous bunker gear is still safe (e.g. hasn't reached its "best before" date), then the bunker gear is reused. With the changes so far, it is anticipated that there will be a need to purchase eight sets of new bunker gear at approximately \$4,000 each: two for Chesley and six for Paisley.

This capital project will be funded by the Chesley Fire Reserve.

Link to Strategic/Master Plan

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

The 2025 Draft Budget and the Chatsworth portion are detailed above and should be incorporated into the Arran-Elderslie and Chatsworth municipal budgets.

Approved by: Emily Dance, Chief Administrative Officer

Level 4: 01-2012 Protection-Chesley Fire

Budget Review

For period ending December 31, 2025

2025 Operating Budget Draft	2024	2025		
	6 Council Approved	3 CAO Review	\$	%
	2024 Total Budget	2025 Total Budget	Variance	Variance
01-2012 Protection-Chesley Fire				
4000 Salaries & Wages		34,485	34,485	#DIV/0!
4060 Wages Honorariums	12,250	12,250		
4061 Wages Fire Calls	51,006	52,536	1,530	3.0%
4062 Wages Fire Practice	33,972	34,991	1,019	3.0%
4063 Wages Meetings	1,415	1,458	43	3.0%
4064 Wages Mutual Aid	2,265	2,333	68	3.0%
4065 Wages Educ & Training	7,010	7,221	211	3.0%
4066 Wages Truck Check	5,096	5,249	153	3.0%
4067 Wages Fire Prevention	2,123	2,187	64	3.0%
4068 Wages Admin	1,699	1,750	51	3.0%
4069 Wages Inspections	2,123	2,187	64	3.0%
4072 Wages Misc	4,545	4,545		
4300 Contracted Services	6,815	7,019	204	3.0%
4303 Legal Services	1,102	1,135	33	3.0%
4304 Insurance	21,615	22,263	648	3.0%
4312 Dispatch	8,157	9,402	1,245	15.3%
4313 Software Licence	5,073	5,225	152	3.0%
4320 Bldg Mtce	2,823	2,908	85	3.0%
4321 Equip Mtce	3,370	3,893	523	15.5%
4323 Vehicle Repair	9,557	9,844	287	3.0%
4340 Material & Supplies	4,564	20,975	16,411	359.6%
4341 Office Supplies				#DIV/0!
4343 Air/Oxygen Bottles	1,761	1,814	53	3.0%
4345 Defibrillator Maintenance & Supplies				#DIV/0!
4347 Fire Prevention	1,197	1,233	36	3.0%
4348 Inspection				#DIV/0!
4349 Small Tools	900	927	27	3.0%
4361 Tanker Truck	1,786	1,840	54	3.0%
4362 Meeting	1,040	1,071	31	3.0%
4370 Fuel	2,596	2,674	78	3.0%
4372 Propane	2,384	2,456	72	3.0%
4373 Hydro	7,038	7,249	211	3.0%
4374 Water & Sewer	1,348	1,388	40	3.0%
4376 Property Taxes	118	122	4	3.4%
4390 Telephone	2,788	2,872	84	3.0%
4391 Radio & Pager	1,311	1,350	39	3.0%
4392 Radio Licence				#DIV/0!
4500 Employee Benefits	9,511	20,370	10,859	114.2%
4510 Clothing Allowance	1,980	1,980		
4514 Drivers Licences (inactive)				#DIV/0!
4540 Mileage	1,000	1,000		
4550 Conferences	1,000	1,000		
4551 Training	3,164	23,074	19,910	629.3%
4552 Memberships	1,290	1,290		
4553 Drivers Licences/Medicals	600	600		
4602 Pandemic Costs				#DIV/0!
4603 Write Off				#DIV/0!
4660 Third Party Recovery				#DIV/0!
5269 Inspections	(850)	(850)		
5289 Misc Lease	(9,500)	(9,500)		
5294 Incident Response	(16,491)	(16,491)		
5620 Grants - Provincial				#DIV/0!

Level 4: 01-2012 Protection-Chesley Fire

Budget Review

For period ending December 31, 2025

2025 Operating Budget Draft	2024	2025		
	6 Council Approved	3 CAO Review	\$	%
	2024 Total Budget	2025 Total Budget	Variance	Variance
5660 Donations				#DIV/0!
5810 Chatsworth Operating	(78,869)	(85,652)	-6,783	8.6%
5820 Chatsworth Capital	(5,419)		5,419	(100.0%)
5900 Misc Revenue	(1,000)	(1,000)		
5991 Bell Mobility Hydro	(5,293)	(5,293)		
9020 Transfer to Capital	15,800		(15,800)	(100.0%)
9030 Transfer to Reserve	14,000	14,000		
9050 Int Transfer	16,225		(16,225)	(100.0%)
9230 Transfer from Reserve	(13,524)	(13,524)		
Total 01-2012 Protection-Chesley Fire	144,471	199,856	55,385	38.3%
Total without Chatsworth Transfers		285,508		
Chatsworth portion - 30%		85,652		



The Corporation of the Municipality of Arran-Elderslie

Information Report

Meeting Date: November 26, 2024

Report From: Steve Tiernan, Fire Chief

Subject: SRFIRE 24.07. Chesley and Area Joint Fire Board Third Quarter Report

Appendices: A - Chesley Chatsworth Nine Month Call Statistics July-September 2024

B – Totals by Geographic Location Tanker 94 – July-September 2024

Report Summary

The intent of this report is to bring the Chesley & Area Joint Fire Board up to date with the status of the Chesley and Area Station 90 for the third quarter of 2024 (July-September).

Background

The following information is comprised of Fire Responses, Training, Apparatus Information, Fire Prevention and Public Education completed for the third quarter of 2024.

Analysis

- Completed analysis of information for July 1st to September 30th, 2024, obtained from Chesley Fire Station 90 statistics.
- Twenty-One (21) incidents from July 01 to September 30, 2024 compared with Twenty-Three (23) in 2023
- Fifteen (15) Arran-Elderslie, Six (6) Chatsworth

Total breakdown of fire calls are identified within "Appendix A"

Summary of Training

Firefighters completed their NFPA 1001 Level 1 with all firefighters passing their practical and written tests.

Firefighters now continue to work towards their Firefighter 2 certification October 26th.

Firefighters trained throughout the summer at our Live Fire Training Facility. The new facility is allowing all interior firefighters to continue with practical live fire experience.

Apparatus and Equipment Review

No mechanical concerns were noted during the third quarter.

Prevention and Inspections

Inspections of commercial businesses through requests and complaints are ongoing throughout the Municipality.

Public Education Activities continue throughout the Municipality. Monthly news articles are also published in the Paisley Advocate paper and our social media sites.

Link to Strategic/Master Plan

Fire Masterplan 2020

Corporate Strategic Plan:

6.1 Protecting Infrastructure, Recreation and Natural Assets

Financial Impacts/Source of Funding

None at this time.

Approved By: Emily Dance, Chief Administrative Officer



Arran-Elderslie Fire and Emergency Services

Fire Chief :Steve Tiernan

1925 Bruce Road PO Box 70, Arran-Elderslie ON

N0G 1L0

PH : 519-270-3235 FAX : 519-363-2203

Email :stiernan@arran-elderslie.ca

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Date

Nov 18 24

Incidents by Location

Geo Area

Response Type

of
Incidents

Unclassified

	414300 - Arran-Elderslie Fire and Emergency Services	
01	Fire	1
Total For 414300 - Arran-Elderslie Fire and Emergency Services:		1
	4237 - Municipality of Chatsworth Township	
912	Assisting Other FD: Fire Protection Agreement	1
Total For 4237 - Municipality of Chatsworth Township:		1
Total For Unclassified:		2
Total Number of Responses		2



Arran-Elderslie Fire and Emergency Services

Fire Chief :Steve Tiernan

1925 Bruce Road PO Box 70, Arran-Elderslie ON

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Date
Nov 18 24

Incidents by Location

Geo Area

Response Type

of
Incidents

Unclassified

414300 - Arran-Elderslie Fire and Emergency Services

01	Fire	1
31	Alarm System Equipment - Malfunction	2
32	Alarm System Equipment - Accidental activation (exc. code 35)	1
33	Human - Malicious intent, prank	1
34	Human - Perceived Emergency	2
36	Authorized controlled burning - complaint	1
38	CO false alarm - equipment malfunction (no CO present)	1
61	Vehicle Extrication	1
62	Vehicle Collision	1
82	Burns	1
92	Assistance to Police (exc 921 and 922)	2
96	Call cancelled on route	1

Total For 414300 - Arran-Elderslie Fire and Emergency Services: 15

4237 - Municipality of Chatsworth Township

50	Power Lines Down, Arcing	1
62	Vehicle Collision	1
85	Vital signs absent, DOA	1
89	Other Medical/Resuscitator Call	1
912	Assisting Other FD: Fire Protection Agreement	1
96	Call cancelled on route	1

Total For 4237 - Municipality of Chatsworth Township: 6

Total For Unclassified: 21

Total Number of Responses 21