



Chesley and Area Joint Fire Board Agenda

February 11, 2025, 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 Chesley and Area Joint Fire Board Minutes - November 26, 2024	1
5. New Business	
5.1 Chesley and Area Pre-Construction Meeting Pumper Truck Additions	5
5.2 Chesley and Area Joint Fire Board Year End Report for 2024	7
5.3 CLKS.2025.06 – Council Appointments	12
5.4 FIN-25-04 - 2024 Financial Year-End Report	14
6. Next Meeting Date	
• May 13, 2025	
• August 12, 2025	
• November 18, 2025	
7. Adjournment	

**Chesley and Area Joint Fire Board
MINUTES**

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

Members Present:

Darryl Hampton - Arran-Elderslie
Steve Hammell - Arran-Elderslie
Shawn Greig - Chatsworth
Scott Mackey- Chatsworth

Staff Present:

Christine Fraser-McDonald, Clerk - Arran-Elderslie
Steve Tiernan, Fire Chief - Arran-Elderslie
Patty Sinnamon, Chief Administrative Officer/Clerk -
Chatsworth
Mike Givens, Fire Chief - Chatsworth
Robert Bell, District Chief - Chesley

1. Call to Order

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

2. Adoption of Agenda

Chesley and Area Joint Fire Board passed the following resolution:

11-03-2024

Moved by: Scott Mackey- Chatsworth

Seconded by: Darryl Hampton - Arran-
Elderslie

Be it resolved that the Committee adopt the agenda as presented.

Carried

3. Declaration of Pecuniary Interests

None declared at this time.

4. Minutes of Previous Meeting

4.1 July 16, 2024 Fire Board Minutes

Subsequent to further discussion, Chesley and Area Joint Fire Board passed the following resolution:

12-03-2024

Moved by: Shawn Greig - Chatsworth

Seconded by: Darryl Hampton - Arran-
Elderslie

Be It Resolved that the Chesley and Area Fire Board adopts the minutes of the Committee meeting held on July 16, 2024.

Carried

5. New Business

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

Treasurer David Munro discussed the 2025 draft budget with the board.

Subsequent to further discussion, Chesley and Area Joint Fire Board passed the following resolution:

13-03-2024

Moved by: Scott Mackey- Chatsworth

Seconded by: Darryl Hampton - Arran-
Elderslie

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.

Carried

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

Subsequent to further discussion, Chesley and Area Joint Fire Board passed the following resolution:

14-03-2024

Moved by: Darryl Hampton - Arran-Elderslie

Seconded by: Shawn Greig - Chatsworth

Be It Resolved that Chesley and Area Joint Fire Board hereby receives report SRFIRE.24.07 for information purposes.

Carried

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

Subsequent to further discussion, Chesley and Area Joint Fire Board passed the following resolution:

15-03-2024

Moved by: Scott Mackey- Chatsworth

Seconded by: Shawn Greig - Chatsworth

Be It Resolved that the meeting be adjourned to the call of the Chair at 4:38 p.m.

Carried

Chair

Recording Secretary



Staff Report

Council Meeting Date: February 11, 2025

Subject: Chesley and Area Pre-Construction Meeting Pumper Truck Additions

Report from: Steve Tiernan, Fire Chief

Attachments: N/A

Recommendation

Be It Resolved that the Chesley and Area Fire Board hereby approve the additional items to the Chesley Pumper truck to be delivered in 2026. And further that the report be brought forward to the respective Councils for final approval.

Background

On December 17th 2024, Fire Chief Steve Tiernan along with District Chief Robert Bell and Commercial Truck representative Adrian Butcher met with representatives from Maxi Metal in Georgesville, Quebec for the pre-construction meeting for the new build of the Chesley pumper truck.

Analysis

The intent of the meeting was to review the build plans to ensure there is no confusion on the build. During the meeting, all aspects of the truck were discussed including any additions or subtractions to the build spec and agreement.

During this process, some items were identified that would make the truck more functional over its life span and would greatly assist the firefighters in their emergency response. There were other items like the lettering and reflective striping that were addressed at the same time

The following items were identified to be added to the build sheet:

- Additional shelving units in the compartments
- Tool board for axes, hammers, hooks etc
- Additional primer for rear suction
- Exhaust modification for working around grass fires
- Longer grab handles for climbing onto the truck bed near the pump panel
- Pack track for pump fittings and nozzles
- Additional lettering identifying Station 90

Total cost for additional items \$7,318.90 excluding HST

Link to Strategic/Master Plan

14.1 Fire Apparatus and Equipment

Fire Master Plan (2020)

6.6 Modernizing Services

Financial Impacts/Source of Funding/Link to Procurement Policy

Additional equipment to be added to the Chesley Pumper coming from the pre-construction meeting and purchased from Commercial Emergency Equipment Co., to be financed from Account 02-4007-4340 through 2024-2026 budget cycles.

Approved by: Emily Dance, Chief Administrative Officer



MUNICIPALITY OF
ARRAN-ELDERSLIE

Staff Report

Council Meeting Date: February 11, 2025

Subject: Chesley and Area Joint Fire Board Year End Report for 2024

Report from: Steve Tiernan, Fire Chief

Attachments: Appendix "A"

Recommendation

Be It Resolved that the Chesley and Area Joint Fire Board hereby receives for information the 2024 Fire and Emergency Services Year-End report from Fire Chief Steve Tiernan for Chesley Station 90.

Background

The intent of this report is to update the Board on the Arran-Elderslie Fire and Emergency Services Operations and Statistics for the year end of the Operational Period of 2024.

Analysis

The following information is comprised of Fire Responses, Training, Apparatus Information, Fire Prevention and Public Education completed for the period January-December 2024.

Department News

Several grants were applied for and were successful in 2024 which totaled \$54,149.38

- Fire Protection Grant (cancer prevention) \$24,691.00
- Fire Marshalls Public Fire Safety Council - \$2,998.38 for modernization training materials
- Community Emergency Preparedness Grant (drone) \$26,460.00

Incident Response

Arran-Elderslie Fire & Emergency Services Chesley Station 90 responded to 77 calls for service in 2024.

A full breakdown of calls is attached within the council report Appendix "A"

In 2024 there was an increase in calls for service from 68 in 2023 to 77 in 2024.

- 2024 Chesley - 77 calls
- 2023 Chesley - 68 calls
- 2022 Chesley - 81calls

Summary of Training

- ✓ Instructors completed Live Fire training in preparation for teaching in our live fire training facility.
- ✓ Fire Prevention Officer Scott Thomson completed his NFPA 1033 Fire Investigator certification. He also completed the Provincial Driver Certification Instructor program to certify Class D firefighter driver licenses in-house.
- ✓ Three (3) firefighter recruits have completed their NFPA 1001 Firefighter 1 training at Brockton Regional Training Center.
- ✓ One (1) firefighters completed their in-house NFPA 1001 Firefighter1 and successfully passed their written and practical exams.
- ✓ Three (3) firefighters completed their in-house NFPA 1001 Firefighter 2 and successfully passed their written and practical exams.
- ✓ Firefighters attended Bruce County Fire School and took part in Live Fire training. One officer completed NFPA 1521 Incident Safety Officer certification, and firefighters also completed NFPA 1006 Advanced Auto Extrication.
- ✓ Firefighters completed Live Fire Behavior training in our Live Fire Training Facility. Training will continue into 2024, with firefighters completing annual live fire attack, and search procedures.
- ✓ Six (6) firefighters and Chief Tiernan completed their Advanced Pilot Certification (RPAS) for the drone program.

Apparatus and Equipment Review

- RFP completed for replacement of Chesley's Pumper 91. Chassis was purchased in 2024 with completed pumper being delivered in the 2nd quarter of 2026

The following maintenance and inspections were completed in 2024:

- Pump Tests completed on all apparatus.
- Ladder Testing completed.

- MTO inspections completed.
- New tires installed on all trucks requiring them
- Tires replaced on trucks as required

Prevention and Inspections

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

The Arran-Elderslie Fire & Emergency Services Facebook and Instagram accounts continue to share safety messaging, as well as promoting our fire service and what we are currently working and training on.

Public Education Activities for the year include the following:

- On-going school visits to the firehalls continue for public education.
- Farmers Market public education booth at the downtown park in Chesley.
- Chesley Fall Fair Junior Firefighter Olympics and public education booth.
- School; visits in Chesley, Paisley and Tara
- Chesley Water Festival
- Red Cross 72 Hour Preparedness Public presentation Chesley Library

Link to Strategic/Master Plan

6.6 Modernizing Services

6.1 Protecting Infrastructure, Recreation and Natural Assets

Fire Masterplan, 2020

Financial Impacts/Source of Funding/Link to Procurement Policy

There are no financial implications at this time resulting from this report.

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

Date

Jan 20 25

Incidents by Location Response Location

Response Type	# of Incidents
4132 - Brockton	
96 Call cancelled on route	1
<hr/>	
Total For 4132 - Brockton:	1
414300 - Arran-Elderslie Fire and Emergency Services	
01 Fire	4
03 NO LOSS OUTDOOR fire (see exclusions)	3
29 Other pre fire conditions (no fire)	1
31 Alarm System Equipment - Malfunction	5
32 Alarm System Equipment - Accidental activation (exc. code 35)	1
33 Human - Malicious intent, prank	4
34 Human - Perceived Emergency	4
35 Human - Accidental (alarm accidentally activated by person)	1
36 Authorized controlled burning - complaint	1
38 CO false alarm - equipment malfunction (no CO present)	1
41 Gas Leak - Natural Gas	3
53 CO incident, CO present (exc false alarms)	1
61 Vehicle Extrication	1
62 Vehicle Collision	4
702 CPR administered	2
71 Asphyxia, Respiratory Condition	2
73 Seizure	1
82 Burns	1
84 Medical Aid Not Required on Arrival	1
86 Alcohol or drug related	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	4
898 Medical/resuscitator call no action required	3
89 Other Medical/Resuscitator Call	2
911 Assisting Other FD: Automatic Aid	1
912 Assisting Other FD: Fire Protection Agreement	1
92 Assistance to Police (exc 921 and 922)	2
96 Call cancelled on route	4
97 Incident not found	1
<hr/>	
Total For 414300 - Arran-Elderslie Fire and Emergency Services	60

4204 - West Grey

910 Assisting Other FD: Mutual Aid	1
------------------------------------	---

Incidents by Location Continued
Response Location

Response Type	# of Incidents
<hr/>	
Total For 4204 - West Grey:	1
4237 - Municipality of Chatsworth Township	
01 Fire	1
03 NO LOSS OUTDOOR fire (see exclusions)	2
50 Power Lines Down, Arcing	1
62 Vehicle Collision	3
702 CPR administered	1
85 Vital signs absent, DOA	1
89 Other Medical/Resuscitator Call	4
912 Assisting Other FD: Fire Protection Agreement	1
96 Call cancelled on route	1
<hr/>	
Total For 4237 - Municipality of Chatsworth Township:	15
<hr/>	
Total Number of Responses	77

Staff Report

Board Meeting Date: February 11, 2025

Subject: CLKS.2025.06 – Council Appointments

Report from: Christine Fraser-McDonald, Clerk

Attachments: None

Recommendation

Be It Resolved that the Chesley and Area Fire Board receives Report CLKS.2025.06 – Council Appointments for information purposes.

Background

The new Joint Fire Services Agreement between Arran-Elderslie and the Township of Chatsworth was approved by the Board on September 24, 2024, and subsequently ratified by By-law 56-2024 on November 12, 2024 by Arran-Elderslie Council.

Analysis

Section 3 of the Shared Services Agreement states the following:

- **Responsibilities of the Board**

- (a) The Board shall be composed of:

- (i) two (2) Members of Arran-Elderslie Council;

- (ii) two (2) Members of Chatsworth Council; and

- (iii) if a member is absent from a meeting of the Board, an alternate may be appointed as an acting member for all purposes of that meeting.

Currently, the Arran-Elderslie members are Mayor Hammell (Chair), Councillor Hampton and Councillor Dudgeon.

At the January 23, 2025 Council meeting, Mayor Hammell and Elderslie Ward Councillor Dudgeon were appointed to the Chesley and Area Fire Board. Chesley Ward Councillor Darryl Hampton was appointed as an alternate to the Board.

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

Financial Impacts/Source of Funding/Link to Procurement Policy

There are no financial implications with this report.

Approved by: Emily Dance, Chief Administrative Officer

Staff Report

Council Meeting Date: February 11, 2025

Subject: FIN-25-04 - 2024 Financial Year-End Report

Report from: David Munro, Interim Treasurer

Attachments: Board Report – Chesley and Area Joint Fire Board, December 31, 2024

Recommendation

Be It Resolved that the Chesley and Area Joint Fire Board hereby receives report SRFIN-25-04 2024 Financial Year-End Report.

Report Summary

The 2024 net expenditures were \$263,197 which is up from last year (\$243,607) and over budget (\$228,759) by \$34,436.

The Chatsworth final invoice for the year 2024 will be \$13,448.

In addition, there is a 2024 invoice outstanding (from Chatsworth to Arran-Elderslie) for the deposit on the new Chesley Pumper Truck in the amount of \$22,800 (plus HST).

Please refer to the appendix Board Report – Chesley and Area Joint Fire Board, December 31, 2024, for more details.

Background

Arran-Elderslie and Chatsworth split the Chesley Fire Hall revenues and expenses 70% / 30%.

The following accounts are not split (i.e. 100% Arran-Elderslie):

- a) User Fees (incident response revenue);
- b) Inspection revenue and expenses;
- c) Fire prevention expenses; and
- d) Dispatch expenses.

Analysis

Revenues

Revenues came in at \$51,780 which is down a little compared to last year (\$56,208) and over budget (\$46,658) by \$5,122. The Municipality does not budget donations (Other Revenue) and there is a corresponding expense with the 2024 donation revenue.

Expenses

Total expense actuals are \$314,977 which is greater than budget (\$275,417) by \$39,560, and up from 2023 actuals (\$299,815). Large variances to budget are described below:

- Wages – The Fire Chief's actual salary and benefits were split to show the portion for Chesley. This split was not in the budget. This has been corrected for the 2025 budget.
- Utilities are over budget, however, so was the revenue when we charged back the hydro used for the Bell Mobility Cell tower.
- Repair & Maintenance \$11,453 over budget as we had to replace the furnace and had higher vehicle repair and fuel costs.
- Operating Materials & Supplies were \$16,380 over budget as we consolidated this account with the Minor Capital Equipment account which had zero actuals and a budget of \$15,800.
- Legal Services was \$15,906 over budget due to two legal cases in Arran-Elderslie. We did not split this expense with Chatsworth this time.
- Other Transfers - \$3,316 vs budget of \$16,225 – fewer common expenses than budgeted.

In 2024, as usual, we have invoiced Chatsworth for 90% of the budgeted transfer amount. The final 2024 actuals came in \$13,395 over budget (after removing the overage from the legal costs and the variances from accounts that we don't split). The Chatsworth portion is 30%, which equates to \$4,019 which we will invoice. Therefore, we will invoice Chatsworth for the last 10% of the budgeted amount (\$9,429) plus the overage amount, for a total of \$13,448.

	2024 Budget	2024 invoiced to date (90%)	Amount to bill up to budget	Amount over budget	2024 final invoice
Operating	\$78,869	\$70,982	\$8,887	\$4,019	\$12,906
Capital	\$5,419	\$4,877	\$542		\$542
Total			\$9,429	\$4,019	\$13,448

Pumper Truck

The 2024 invoice for the initial 10% deposit is due. In addition, we expect to be billed 25% in 2025 for the chassis with the Chatsworth portion to be \$57,000 plus HST. The remainder will be billed upon delivery, which is expected in early 2026. The Chatsworth portion of the delivery invoice is expected to be \$148,200 plus HST plus any of the additions discussed in the Fire Chief's report.

Link to Strategic/Master Plan

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

2024 expenses came in higher than budgeted and will be split as described above.

Approved by: Emily Dance, Chief Administrative Officer

Board Report - Chesley and Area Fire Station 2024

Financial Summary

For period ending December 31, 2024

Version 3								
	YTD Budget	YTD Actuals	Arran-Elderslie	Chatsworth	YTD to Actual Variance	Total 2023	Total 2022	Total 2021
01-2012 Protection-Chesley Fire								
Revenues								
Grants		(17)	(17)		(17)			
User Fees	16,491	12,428	12,428		(4,063)	6,793	28,635	10,441
Inspections	850	250	250		(600)	246	565	3,526
Other Revenue	1,000	7,650	5,355	2,295	6,650	17,151	4,666	1,810
Lease Arrangements	14,793	17,945	12,562	5,384	3,152	18,494	17,821	13,690
Transfers from Reserves	13,524	13,524	9,467	4,057		13,524	5,729	242
Total Revenues	46,658	51,780	40,044	11,736	5,122	56,208	57,416	29,709
Expenses								
Wages & Employee Related Expenses								
Salaries & Wages	119,258	140,936	98,655	42,281	(21,678)	117,307	108,168	95,292
Prevention & Inspection Wages	4,246	2,481	2,481		1,765	4,187	1,742	2,657
Benefits	11,491	15,546	10,882	4,664	(4,055)	19,914	22,684	16,893
Other Employment Expenses	7,054	5,614	3,930	1,684	1,440	5,400	8,094	6,283
Total Wages, Benefits and Employee Related Expenses	142,049	164,577	115,948	48,629	(22,528)	146,808	140,688	121,125
Operating Expenses								
Utilities	10,888	16,844	11,791	5,053	(5,956)	17,053	18,044	10,956
Insurance	21,615	22,166	15,516	6,650	(551)	21,089	18,105	17,466
Repair & Maintenance	19,246	30,699	21,489	9,210	(11,453)	22,165	21,635	16,944
Telephone and Communications	4,099	3,294	2,306	988	805	2,865	3,194	3,852
Office and Administrative	6,113	6,778	4,745	2,033	(665)	4,767	4,290	14
Operating Materials and Supplies	6,325	22,705	15,894	6,812	(16,380)	3,003	7,411	5,468
Projects and Initiatives						9,718	3,751	1,148
Pandemic Expenses							204	368
Dispatch	8,157	10,784	10,784		(2,627)	7,226	7,028	7,034
Tanker Expenses	1,786	808	566	242	978	9,578	3,439	817
Fire Prevention & Inspection	1,197	792	792		405	1,315	264	898
Contracted Services	6,815	1,206	844	362	5,609	4,223	5,309	5,684
Legal Services	1,102	17,008	17,008		(15,906)	356		742
Rents and Financial Expenses						17,007	12,467	
Other Transfers	16,225	3,316	2,321	995	12,909	2,842		
Amortization								23,685
Transfers to Reserves	14,000	14,000	9,800	4,200		18,544	29,043	26,249
Minor Capital Equipment	15,800				15,800	11,256	14,443	14,714

