



## Chesley and Area Joint Fire Board Agenda

May 13, 2025, 4:00 PM  
Council Chambers and/or Via Microsoft Teams  
1925 Bruce Road 10  
Chesley, ON N0G 1L0

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	Pages
1. Call to Order	
2. Election of Chairperson	
3. Adoption of Agenda	
4. Declaration of Pecuniary Interests	
5. Minutes of Previous Meeting	
5.1 February 11, 2025 - Fire Board Minutes	1
6. New Business	
6.1 Fire 2025-06 Chesley & Area Joint Fire Board First Quarter Meeting	6
6.2 SRFIN.25.09 - 2025 Chesley & Area Joint Fire Board 2025 Financial Update	10
7. Next Meeting Date	
• August 12, 2025	
• November 18, 2025	
8. Adjournment	

**Chesley and Area Joint Fire Board  
MINUTES**

**Tuesday, February 11, 2025, 4:00 p.m.  
Council Chambers and/or Via Microsoft Teams  
1925 Bruce Road 10  
Chesley, ON N0G 1L0**

Members Present: Brian Dudgeon - Arran-Elderslie  
Darryl Hampton - 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  
Emily Dance, Chief Administrative Officer - Arran-  
Elderslie

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**1. Call to Order**

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

**2. Adoption of Agenda**

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

**01-01-2025**

**Moved by:** Darryl Hampton - Arran-  
Elderslie

**Seconded by:** Shawn Greig - Chatsworth

Be It Resolved that the agenda for the Council Meeting of Tuesday, February 11, 2025 be received and adopted, as distributed by the Clerk.

**Carried**

### **3. Declaration of Pecuniary Interests**

None at this time.

### **4. Minutes of Previous Meeting**

#### **4.1 Chesley and Area Joint Fire Board Minutes - November 26, 2024**

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

**02-01-2025**

**Moved by:** Darryl Hampton - Arran-Elderslie

**Seconded by:** Shawn Greig - Chatsworth

Be It Resolved that the Chesley and Area Fire Board adopts the minutes of the Committee meeting held on November 26, 2024.

**Carried**

### **5. New Business**

#### **5.1 Chesley and Area Pre-Construction Meeting Pumper Truck Additions**

Fire Chief Steve Tiernan discussed his report with the Board.

The Fire Chief will speak to the association regarding covering the costs of the Canadian Flags on the new truck which was \$1483.00. The total cost without these additions will be \$5,915.90.

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

**03-01-2025**

**Moved by:** Darryl Hampton - Arran-Elderslie

**Seconded by:** Shawn Greig - Chatsworth

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 additional items with the flag and station 90 be removed in the final costs.

And further that the report be brought forward to the respective Councils for final approval.

**Carried**

## 5.2 Chesley and Area Joint Fire Board Year End Report for 2024

Fire Chief Steve Tiernan discussed his report with the Board.

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

**04-01-2025**

**Moved by:** Shawn Greig - Chatsworth

**Seconded by:** Darryl Hampton - Arran-Elderslie

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.

**Carried**

## 5.3 CLKS.2025.06 – Council Appointments

Clerk Christine Fraser-McDonald discussed her report with the Board.

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

**05-01-2025**

**Moved by:** Darryl Hampton - Arran-Elderslie

**Seconded by:** Shawn Greig - Chatsworth

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

**Carried**

5.4 FIN-25-04 - 2024 Financial Year-End Report

Treasurer David Munro discussed his report with the Board. He noted that there is no outstanding invoice for Chatsworth.

Chair Mackey requested further information regarding billing and Fire Marque. Treasurer David Munro will follow up on this.

Subsequent to further discussion, Council passed the following resolution:

**06-01-2025**

**Moved by:** Darryl Hampton - Arran-Elderslie

**Seconded by:** Shawn Greig - Chatsworth

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

**Carried**

**6. Next Meeting Date**

- May 13, 2025
- August 12, 2025
- November 18, 2025

**7. Adjournment**

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

**07-01-2025**

**Moved by:** Darryl Hampton - Arran-  
Elderslie

**Seconded by:** Brian Dudgeon - Arran-  
Elderslie

Be It Resolved that the meeting be adjourned to the call of the Chair at 4:42 p.m.

**Carried**

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Chair

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Recording Secretary



## Staff Report

Council Meeting Date: May 13, 2025

Subject: Fire 2025-06 Chesley & Area Joint Fire Board First Quarter Meeting

Report from: Steve Tiernan, Fire Chief

Attachments: Appendix "A" Call Statistics

Appendix "B" Tanker 94 Statistics

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### **Recommendation**

Be It Resolved that the Chesley and Area Fire Board receives this report from Fire Chief Steve Tiernan for information for the first quarter of 2025.

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### **Background**

The intent of this report is to bring the Chesley & Area Joint Fire Board up to date with the status of Chesley and Area Station 90 for the first quarter of 2025 (January-March).

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### **Analysis**

- Completed analysis of information for January 1<sup>st</sup> through March 31<sup>st</sup>, obtained from Chesley Fire Station 90 statistics.
- Fourteen (14) incidents from January 1<sup>st</sup> to March 31<sup>st</sup>, 2025, compared with Eighteen (18) in 2024
- Twelve (12) Arran-Elderslie, two (2) Chatsworth

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

## **Summary of Training**

Firefighters completed their NFPA 1072 prep work for certification testing in April.

Firefighters continue to train on mandatory annual skills sign offs.

## **Apparatus and Equipment Review**

Continuous braking issues with Rescue 96. New brake lines and water evaporator were installed to help with the freezing issue.

New Dewalt rotary saw purchased.

## **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 on our social media sites.

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## **Link to Strategic/Master Plan**

6.5 Engaging People and Partnerships

Fire Masterplan 2020

Corporate Strategic Plan:

6.1 Protecting Infrastructure, Recreation and Natural Assets

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## **Financial Impacts/Source of Funding/Link to Procurement Policy**

2025 actual financials are generally as expected, and we should be on budget for full year – subject to balance of year call volume.

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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](mailto:stiernan@arran-elderslie.ca)

Page 1 of 1 8

Date

May 5 25

## Incidents by Location

### Geo Area

Response Type

# of  
Incidents

### Unclassified

#### **414300 - Arran-Elderslie Fire and Emergency Services**

01	Fire	1
34	Human - Perceived Emergency	1
41	Gas Leak - Natural Gas	1
62	Vehicle Collision	3
702	CPR administered	1
703	Defibrillator used	1
898	Medical/resuscitator call no action required	1
913	Assisting Other FD: Other	1
94	Other Public Service	1
96	Call cancelled on route	1

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<b>Total For 414300 - Arran-Elderslie Fire and Emergency Services:</b>	<b>12</b>
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#### **4237 - Municipality of Chatsworth Township**

85	Vital signs absent, DOA	1
912	Assisting Other FD: Fire Protection Agreement	1

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<b>Total For 4237 - Municipality of Chatsworth Township:</b>	<b>2</b>
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<b>Total For Unclassified:</b>	<b>14</b>
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<b>Total Number of Responses</b>	<b>14</b>
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# 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](mailto:stiernan@arran-elderslie.ca)

Page 1 of 1 9

Date  
May 5 25

## Incidents by Location

### Geo Area

Response Type

# of  
Incidents

### Unclassified

#### 414300 - Arran-Elderslie Fire and Emergency Services

01	Fire	1
34	Human - Perceived Emergency	1
62	Vehicle Collision	1

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<b>Total For 414300 - Arran-Elderslie Fire and Emergency Services:</b>	<b>3</b>
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#### 4237 - Municipality of Chatsworth Township

912	Assisting Other FD: Fire Protection Agreement	1
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<b>Total For 4237 - Municipality of Chatsworth Township:</b>	<b>1</b>
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<b>Total For Unclassified:</b>	<b>4</b>
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<b>Total Number of Responses</b>	<b>4</b>
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## Staff Report

Council Meeting Date: May 13, 2025

Subject: SRFIN.25.09 - 2025 Chesley & Area Joint Fire Board 2025 Financial Update

Report from: David Munro, Interim Treasurer

Attachments: Board Report – Chesley & Area Fire Station, Q1, 2025

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### **Recommendation**

Be It Resolved that the Chesley & Area Joint Fire Board hereby receives SRFIN.25.09 - 2025 Chesley & Area Joint Fire Board 2025 Financial Update.

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### **Report Summary**

After the first three months of the year, we are tracking to come in on budget – depending on the number of fire calls balance of year.

Please refer to the Attachment Board Report – Chesley & Area Fire Station, Q1, 2025, 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.
-

Revenues

Revenues are \$2,312 below budget as we haven't yet billed for any incidents – we expect some billing to occur shortly for the January – March period. All incident response revenues go to Arran-Elderslie. Chatsworth bills for any incident responses in their municipality.

Expenses

Salaries and Wages are less than budget because we only pay our volunteer fire fighters annually and the budget is spread evenly each month.

Telephone and Communications expenses are \$3,484 higher than budget because we fixed and bought some new pagers to ensure we have backup if the cell service goes down.

In 2025, as usual, we invoiced Chatsworth for 25% of the budgeted transfer amount on Mar 31. The next invoice will be billed Jun 30. The final invoice will come early in 2026 and will be \$8,565 plus or minus amounts determined by the final 2025 actual operating revenue and expenses.

	2025 Budget	Mar 31 invoice (25%)	Jun 30 invoice (25%)	Sep 30 invoice (25%)	Nov invoice (15%)	Final invoice (1)
<b>Chatsworth portion of Operating</b>	\$85,652	\$21,413	\$21,413	\$21,413	\$12,848	\$8,565
<b>Total</b>						\$85,652

(1) Subject to final adjustment in early 2026 which adjusts based on 2025 full year actuals.

### Pumper Truck

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 small additions discussed at our last meeting.

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### **Link to Strategic/Master Plan**

#### 6.4 Leading Financial Management

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### **Financial Impacts/Source of Funding/Link to Procurement Policy**

2025 revenues and expenses are tracking to come in on budget for the full year. We will report again at our next meeting.

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Approved by: Emily Dance, Chief Administrative Officer

report ran on May 6, 2025					YTD			
	YTD	YTD	Arran-Elderslie	Chatsworth	to Actual	Total	Total	Total
	Budget	Actuals			Variance	2024	2023	2022
01-2012 Protection-Chesley Fire								
Revenues								
Grants						(17)		
User Fees		4,500			(4,500)	12,428	6,793	28,635
Inspections		220			(220)	250	246	565
Other Revenue		280			(280)	7,650	17,151	4,666
Lease Arrangements		1,324	4,012	2,808	1,204	2,688	17,945	18,494
Transfers from Reserves		13,524	13,524	9,467	4,057		13,524	13,524
Total Revenues		19,848	17,536	12,275	5,261	(2,312)	51,780	56,208
Expenses								
Wages & Employee Related Expenses								
Salaries & Wages		38,534	7,676	5,373	2,303	30,858	140,936	117,307
Prevention & Inspection Wages		1,092				1,092	2,481	4,187
Benefits		5,688	4,799	3,359	1,440	889	22,871	19,914
Other Employment Expenses		6,813	2,542	1,779	763	4,271	5,614	5,400
Total Wages, Benefits and Employee Related Expenses		52,127	15,017	10,512	4,505	37,110	171,902	146,808
Operating Expenses								
Utilities		2,818	5,797	4,058	1,739	(2,979)	16,844	17,053
Insurance		5,568	5,795	4,057	1,739	(227)	22,166	21,089
Repair & Maintenance		5,081	4,352	3,046	1,306	729	30,699	22,165
Telephone and Communications		1,063	4,547	3,183	1,364	(3,484)	3,294	2,865
Office and Administrative		1,580	904	633	271	676	6,778	4,767
Operating Materials and Supplies		5,707	1,258	881	377	4,449	22,705	3,003
Projects and Initiatives								9,718
Pandemic Expenses								
Dispatch		2,355	4,516	4,516		(2,161)	8,526	7,226
Tanker Expenses		463				463	808	9,578
Fire Prevention & Inspection		315				315	792	1,315
Contracted Services		1,763				1,763	1,206	4,223
Legal Services		289	1,011	1,011		(722)	17,008	356
Rents and Financial Expenses								17,007
Other Transfers							3,316	2,842
Transfers to Reserves		14,000	14,000	9,800	4,200		14,000	18,544
Minor Capital Equipment								11,256
								14,443

**Board Report - Chesley and Area Fire Station v3**  
**Financial Summary**  
**For period ending March 31, 2025**

<i>report ran on May 6, 2025</i>					YTD			
	YTD	YTD	Arran-Elderslie	Chatsworth	to Actual	Total	Total	Total
	Budget	Actuals			Variance	2024	2023	2022
<b>Total Operating Expenses</b>	<b>41,002</b>	<b>42,180</b>	<b>31,184</b>	<b>10,996</b>	<b>(1,178)</b>	<b>148,142</b>	<b>153,007</b>	<b>148,627</b>
<b>Total Expenses</b>	<b>93,129</b>	<b>57,197</b>	<b>41,696</b>	<b>15,501</b>	<b>35,932</b>	<b>320,044</b>	<b>299,815</b>	<b>289,315</b>
<b>Funds Required to Fund Operations</b>	<b>73,281</b>	<b>39,661</b>	<b>29,421</b>	<b>10,240</b>	<b>33,620</b>	<b>268,264</b>	<b>243,607</b>	<b>231,899</b>
Service Agreements	21,413	21,413		21,413		88,307	84,288	77,894
<b>Net Departmental Position (Surplus)</b>	<b>51,868</b>	<b>18,248</b>	<b>29,421</b>	<b>(11,173)</b>	<b>33,620</b>	<b>179,957</b>	<b>159,319</b>	<b>154,005</b>