



Chesley and Area Joint Fire Board Agenda

September 23, 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	
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• November 18, 2025	
7. Adjournment	

Chesley and Area Joint Fire Board
MINUTES

Tuesday, May 13, 2025, 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
 Scott Mackey- Chatsworth

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

1. Call to Order

Clerk Christine Fraser-McDonald called the meeting to order at 4:00 p.m. A quorum was present.

2. Election of Chairperson

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

Member Scott Mackey nominated Member Steve Hammell as Chairperson. Member Steve Hammell accepted the nomination.

Member Steve Hammell nominated Member Scott Mackey as Vice Chair. Member Scott Mackey accepted the nomination.

The Clerk closed the nominations.

The Clerk turned the meeting over to Chair Steve Hammell.

3. Adoption of Agenda

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

08-02-2025

Moved by: Darryl Hampton - Arran-
Elderslie

Seconded by: Scott Mackey- Chatsworth

Be It Resolved that the agenda for the Council Meeting of Tuesday, May 13, 2025 be received and adopted, as distributed by the Clerk.

Carried

4. Declaration of Pecuniary Interests

None at this time.

5. Minutes of Previous Meeting

5.1 February 11, 2025 - Fire Board Minutes

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

09-02-2025

Moved by: Darryl Hampton - Arran-
Elderslie

Seconded by: Scott Mackey- Chatsworth

Be It Resolved that the Chesley and Area Fire Board adopts the minutes of the Committee meeting held on February 11, 2025.

Carried

6. New Business

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

Fire Chief Steve Tiernan discussed his report with the Board.

Subsequent to further discussion, Council passed the following resolution:

10-02-2025

Moved by: Scott Mackey- Chatsworth

Seconded by: Darryl Hampton - Arran-
Elderslie

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

Carried

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

Treasurer David Munro presented his report to the Board.

Member Darryl Hampton asked if the pumper truck chassis was on schedule.

Subsequent to further discussion, Council passed the following resolution:

11-02-2025

Moved by: Darryl Hampton - Arran-
Elderslie

Seconded by: Scott Mackey- Chatsworth

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

Carried

7. Next Meeting Date

- August 12, 2025
- November 18, 2025

Fire Chief Steve Tiernan is unable to attend the November 18, 2025 meeting. The board directed staff to move the meeting to November 25, 2025.

8. Adjournment

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

12-02-2025

Moved by: Darryl Hampton - Arran-
Elderslie

Seconded by: Scott Mackey- Chatsworth

Be It Resolved that the meeting be adjourned to the call of the Chair at 4:25 p.m.

Carried

Chair

Recording Secretary

Staff Report

Council Meeting Date: September 23, 2025

Subject: Chesley and Area Fire Station, August 2025 year-to-date Financial Update

Report from: David Munro, Interim Treasurer

Attachments: Board Report – Chesley and Area Fire Station v3 – August 31 2025 YTD

Recommendation

Be It Resolved that the Chesley & Area Joint Fire Board hereby receives for information Chesley and Area Fire Station, August 2025 year-to-date Financial Update.

Report Summary

After eight months, the department is on track to meet the budget, unless fire call numbers increase later in the year.

See Attachment: Board Report – Chesley and Area Fire Station, 2025-08-31 YTD for 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 are currently \$8,498 above budget projections. All incident response revenue is fully allocated to the Municipality of Arran-Elderslie. The Municipality of Chatsworth issues invoices for any incident responses that occur within its jurisdiction.

Expenses

Salaries and Wages

Salaries and wages are currently under budget. This variance is due to the payment structure for volunteer firefighters, who are compensated annually. The budgeted amount is distributed evenly across each month, resulting in a temporary underspend.

Repair and Maintenance

Year-to-date, repair and maintenance expenses are **\$8,422 over budget**. This overage is primarily attributed to the installation of a new furnace and more comprehensive annual vehicle inspections compared to previous years.

Telephone and Communications

Expenses in this category are **\$5,026 over budget**. The increase is due to the purchase and repair of pagers, ensuring reliable backup communication in the event of cellular service disruptions.

Legal Services

Legal services expenditures are significantly over budget. This is due to a specific legal matter in Arran-Elderslie. All legal service costs incurred in 2025 have been allocated exclusively to Arran-Elderslie.

Inter-Municipal Transfers

In accordance with the established schedule, Chatsworth was invoiced for **25% of the budgeted transfer amount** on **March 31** and **June 30**. The next invoice will be issued on **September 30**, with the final invoice scheduled for early **2026**. The final amount will be **\$8,565**, subject to adjustment based on the actual operating revenues and expenses for 2025.

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

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

Pumper Truck

The Municipality anticipates being invoiced for 25% of the chassis cost in 2025, with Chatsworth's portion estimated at \$57,000 plus HST. The remaining balance will be invoiced upon delivery, which is expected in early 2026. The Chatsworth share of the delivery invoice is projected to be \$148,200 plus HST, in addition to any minor additions discussed at the most recent meeting.

Link to Strategic/Master Plan

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

Revenues and expenses for 2025 are currently tracking to align with the approved budget for the full fiscal year. A further update will be provided at the next scheduled meeting.

Approved by: Emily Dance, Chief Administrative Officer

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

	YTD Budget	YTD Actuals	Arran-Elderslie	Chatsworth	YTD to Actual Variance	Total 2024	Total 2023	Total 2022
01-2012 Protection-Chesley Fire								
Revenues								
Grants						(17)		
User Fees	11,991	16,071	16,071		4,080	12,428	6,793	28,635
Inspections	570	100	100		(470)	250	246	565
Other Revenue	680	2,013	1,409	604	1,333	7,650	17,151	4,666
Lease Arrangements	13,029	16,584	11,609	4,975	3,555	17,945	18,494	17,821
Transfers from Reserves	13,524	13,524	9,467	4,057		13,524	13,524	5,729
Total Revenues	39,794	48,292	38,656	9,636	8,498	51,780	56,208	57,416
Expenses								
Wages & Employee Related Expenses								
Salaries & Wages	104,096	26,430	18,501	7,929	77,666	140,936	117,307	108,168
Prevention & Inspection Wages	2,912				2,912	2,481	4,187	1,742
Benefits	15,432	13,588	9,512	4,076	1,844	22,871	19,914	22,684
Other Employment Expenses	18,008	6,119	4,283	1,836	11,889	5,614	5,400	8,094
Total Wages, Benefits and Employee Related Expenses	140,448	46,137	32,296	13,841	94,311	171,902	146,808	140,688
Operating Expenses								
Utilities	7,483	11,945	8,362	3,584	(4,462)	16,844	17,053	18,044
Insurance	14,843	15,454	10,818	4,636	(611)	22,166	21,089	18,105
Repair & Maintenance	13,506	21,928	15,350	6,578	(8,422)	30,699	22,165	21,635
Telephone and Communications	2,818	7,844	5,491	2,353	(5,026)	3,294	2,865	3,194
Office and Administrative	4,200	3,321	2,325	996	879	6,778	4,767	4,290
Operating Materials and Supplies	15,197	12,795	8,957	3,839	2,402	22,705	3,003	7,411
Projects and Initiatives							9,718	3,751
Pandemic Expenses								204
Dispatch	6,270	6,775	6,775		(505)	8,526	7,226	7,028
Tanker Expenses	1,228	1,183	828	355	45	808	9,578	3,439
Fire Prevention & Inspection	825	875	875		(50)	792	1,315	264
Contracted Services	4,683	281	197	84	4,402	1,206	4,223	5,309
Legal Services	759	28,282	28,282	0	(27,523)	17,008	356	
Rents and Financial Expenses							17,007	12,467
Other Transfers						3,316	2,842	
Transfers to Reserves	14,000	14,000	9,800	4,200		14,000	18,544	29,043
Minor Capital Equipment							11,256	14,443
Total Operating Expenses	85,812	124,683	98,058	26,625	(38,871)	148,142	153,007	148,627

Board Report - Chesley and Area Fire Station v3

Financial Summary

For period ending August 31, 2025

	YTD	YTD	Arran-Elderslie	Chatsworth	YTD to Actual Variance	Total 2024	Total 2023	Total 2022
	Budget	Actuals						
Total Expenses	226,260	170,820	130,354	40,466	55,440	320,044	299,815	289,315
Funds Required to Fund Operations	186,466	122,528	91,698	30,830	63,938	268,264	243,607	231,899
Service Agreements	42,826	42,826	42,826	0		88,307	84,288	77,894
Net Departmental Position (Surplus)	143,640	79,702	48,872	30,830	63,938	179,957	159,319	154,005

Staff Report

Council Meeting Date: September 23, 2025

Subject: FIRE-2025-08 - 3rd Quarter Fire Report

Report from: Steve Tiernan, Fire Chief

Attachments: Appendix "A" Call Statistics

Appendix "B" Tanker 94 Statistics

Recommendation

Be It Resolved that the Chesley and Area Fire Board receives Report FIRE-2025-08 – 3rd Quarter Fire Report for information purposes.

Background

This report presents information to the Chesley & Area Joint Fire Board about the status of Chesley and Area Station 90 during the third quarter of 2025 (July to September).

Analysis

The analysis of data collected from Chesley Fire Station 90 for the period July 1st to September 13th has been completed.

- Nine (9) incidents from July 1st to September 13th, 2025, compared with Sixteen (16) in 2024.
- All nine (9) calls in Arran-Elderslie.
- Year-to-date calls for service for Chesley Station 90 41 calls this year. In 2024 Chesley Station 90 received 57 calls for service.

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

Summary of Training

- Firefighters completed their NFPA 1072 HazMat Awareness and Operations certification.
- Firefighters continue to train on mandatory annual skills sign offs.

Apparatus and Equipment Review

- Annual MTO certifications completed.
- Pump and Ladder testing completed.

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.
- Litigation continues regarding two properties in Chesley.
- Firefighters attended the Water Festival in Chesley over three days promoting Fire Safety.

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

Fire Masterplan 2020

Financial Impacts/Source of Funding/Link to Procurement Policy

We are tracking to come in on budget for full year 2025.

Approved by: Emily Dance, Chief Administrative Officer



Arran-Elderslie Fire and Emergency Services

Fire Chief :Steve Tiernan

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Date

Sep 18 25

Incidents by Location

Geo Area

Response Type

of
Incidents

Unclassified

4132 - Brockton		
96	Call cancelled on route	1
Total For 4132 - Brockton:		1
414300 - Arran-Elderslie Fire and Emergency Services		
		1
01	Fire	1
50	Power Lines Down, Arcing	1
89	Other Medical/Resuscitator Call	1
911	Assisting Other FD: Automatic Aid	1
96	Call cancelled on route	3
Total For 414300 - Arran-Elderslie Fire and Emergency Services:		8
Total For Unclassified:		9
Total Number of Responses		9



Arran-Elderslie Fire and Emergency Services

Fire Chief :Steve Tiernan

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Date
Sep 18 25

Third Quarter 2025 Tanker 94 Stats

Geo Area

Response Type

of
Incidents

Unclassified

96	4132 - Brockton Call cancelled on route	1
Total For 4132 - Brockton:		1
911	414300 - Arran-Elderslie Fire and Emergency Services Assisting Other FD: Automatic Aid	1
Total For 414300 - Arran-Elderslie Fire and Emergency Services:		1
Total For Unclassified:		2
Total Number of Responses		2