

Lucknow and District Fire Board Minutes

Date: May 19, 2022
Time: 7:00 pm Electronic
Location: Meeting

Members Present Jim Hanna, Chair
Glen McNeil, Member Joined at 7:09 p.m.
Bill Vanstone, Member
Don Murray, Member
Carl Sloetjes, Member

Members Absent Gloria Fisher, Member

Staff Present Chris Cleave, Fire Chief/ CEMC
Kelly Lush, Deputy Clerk

1. Call to Order

Chair Jim Hanna called the meeting to order at 7:00 p.m.

2. Disclosure of Pecuniary Interest

None

3. Adoption of Minutes

Motion No.: LDFB-2022-05-6

Moved By Bill Vanstone, Member

Seconded By Carl Sloetjes, Member

THAT the Lucknow and District Fire Board hereby adopts the January 20, 2022 Board minutes as presented.

Carried

4. Staff Reports

4.1 Lucknow Fire Department Periodic Activities Report Jan-Apr. 2022 LDFB-2022-05-2

Motion No.: LDFB-2022-05-7

Moved By Don Murray, Member
Seconded By Carl Sloetjes, Member

That the Lucknow & District Fire Board hereby receives for information
Report Number LDFB-2022-05-2 prepared by Chris Cleave, Fire Chief.

Carried

4.2 Ontario Regulation 343/22 Firefighter Certification LDFB-2022-05-3

The Board commended the training that has been completed for both
departments and the succession planning that has taken place.

Motion No.: LDFB-2022-05-8

Moved By Glen McNeil, Member Joined at 7:09 p.m.
Seconded By Don Murray, Member

That the Lucknow District Fire Board hereby receives for information
Report Number LDFB-2022-05-3 prepared by Chris Cleave, Fire Chief

Carried

4.3 Lucknow District Fire Department YTD Jan-Apr. Financial Report LDFB-2022-05-4

Chief Cleave commented on the replacement of fire equipment and that
the new equipment will be on display on May 30, 2022 at 7:00 p.m. at the
Training Centre. The Board is invited to attend.

Motion No.: LDFB-2022-5-09

Moved By Glen McNeil, Member Joined at 7:09 p.m.
Seconded By Don Murray, Member

That the Lucknow & District Fire Board hereby receives for information
Report Number LDFB-2022-05-4 prepared by Chris Cleave, Fire Chief

5. New Business

Chief Cleave noted two new business items. The first item was a fire safety
inspection issue at a property located Ashfield Colborne Wawanosh. The O.P.P
have asked for assistance with the property and an order against the property will
be forth coming due to electrical issues and provincial regulations not being met.
Enforcement actions will be taking place on this property.

The second item from Chief Cleave highlighted that the grant funding from the Nuclear Waste Management Organization (NWMO) for a growth study with impacts on the Township of Huron-Kinloss Emergency Services and communities will include both the Lucknow and District Fire Department and the Ripley-Huron Fire Department. The report will be shared once complete.

6. Meeting Schedule

Thursday, September 15, 2022 7pm

Thursday, December 15, 2022 7pm

7. Adjournment

Motion No.: LDFB-2022-05-10

Moved By Carl Sloetjes, Member

Seconded By Bill Vanstone, Member

THAT the Lucknow and District Fire Board adjourn at 7:26 p.m.

Carried

Original Signed by James Hanna

Chair

Original Signed by Emily Dance

Secretary



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Lucknow Fire Department Periodic Activities Report Jan-Apr. 2022

Prepared By: Chris Cleave, Fire Chief

Department: Fire & Emergency Services

Date: May. 19, 2022

Report Number: LDFB-2022-05-2

File Number: C00-LDFB

Attachments:

Recommendation:

That the Lucknow & District Fire Board hereby receives for information Report Number LDFB-2022-05-2 prepared by Chris Cleave, Fire Chief.

Background:

All necessary Fire and Emergency Services administrative tasks have been initiated, are on-going and/or have been completed for the quarter.

1. All general administrative tasks with the day-to-day operations of the Fire Department for the quarter have been completed.
2. The activities since the last report was submitted for the Lucknow & District Fire Department are detailed below.
3. The Lucknow Fire Department is continuing its enhanced training programs. Since the last report the following courses and certification examinations have been successfully completed:
 - Medical First Responder
 - NFPA 1035 Fire and Life Safety Educator
 - NFAP 1001 Firefighter 1&2 - Fire Ground Operations Skills Modules (New Recruits at Fire Training Facility)
 - Joint Health and Safety Committee Certification Training

Discussion:

1. Emergency Response Incidents:

HURON-KINLOSS

<u>Incident #</u>	<u>Date</u>	<u>Incident Type</u>
16-22-0001	Jan 01, 2022	Medical
16-22-0002	Jan 05, 2022	Mutual Aid – Structure Fire
16-22-0003	Jan 09, 2022	Medical
16-22-0004	Jan 13, 2022	Medical
16-22-0005	Jan 14, 2022	General Fire Alarm
16-22-0006	Jan 24, 2022	Vehicle Collision
16-22-0007	Jan 26, 2022	Medical
16-22-0008	Jan 28, 2022	Medical
16-22-0013	Feb 19, 2022	Medical
16-22-0014	Feb 24, 2022	General Fire Alarm
16-22-0016	Mar 10, 2022	Pre-Fire Condition
16-22-0020	Mar 19, 2022	Vehicle Collision
16-22-0023	Mar 29, 2022	Medical
16-22-0024	Mar 30, 2022	Medical
16-22-0028	Apr 15, 2022	Outdoor Fire - Brush
16-22-0029	Apr 17, 2022	Medical
16-22-0031	Apr 22, 2022	Medical
16-22-0033	Apr 29, 2022	Mutual Aid – Structure Fire
16-22-0034	Apr 29, 2022	Outdoor Fire – Straw Bales
16-22-0037	May 7, 2022	Mutual Aid – Structure Fire
16-22-0038	May 7, 2022	Vehicle Fire
16-22-0040	May 9, 2022	Medical
16-22-0041	May 10, 2022	Structure Fire + Vehicle Fire

ASHFIELD – COLBORNE - WAWANOSH

<u>Incident #</u>	<u>Date</u>	<u>Incident Type</u>
16-22-0009	Jan 28, 2022	Medical
16-22-0010	Jan 30, 2022	Structure Fire
16-22-0011	Jan 30, 2022	Structure Fire
16-22-0012	Feb 01, 2022	Vehicle Collision
16-22-0015	Mar 07, 2022	Vehicle Collision
16-22-0017	Mar 18, 2022	Medical
16-22-0018	Mar 18, 2022	Structure Fire
16-22-0019	Mar 19, 2022	Vehicle Collision
16-22-0021	Mar 23, 2022	Public Safety Hazard
16-22-0022	Mar 28, 2022	Vehicle Collision

16-22-0025	Mar 30, 2022	Mutual Aid-Structure Fire
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16-22-0026	Apr 2, 2022	Vehicle Fire
16-22-0027	Apr 9, 2022	Structure Fire
16-22-0030	Apr 18, 2022	Medical
16-22-0032	Apr 22, 2022	Vehicle Collision
16-22-0035	Apr 30, 2022	Medical
16-22-0036	Apr 30, 2022	Vehicle Fire
16-22-0039	May 9, 2022	Outdoor Fire - Grass

2. Fire Department Training Sessions:

Session Type:	Totals:
General/Officer Meetings	2
Fire Practice	6
Emergency Training Course (NFPA)	2
Recruit Firefighter Training	0
Additional Training Course – Medical	1
Additional Training Course - JHSC	1

3. Fire Chief Non-Emergency Activities:

Activity Type:	Totals:
Fire Inspections	6
Fire Investigations	4
Burn Complaint Investigations	2
Fire Safety Plan Reviews	2
Pre-Incident Planning	0
Public Education Delivery	1
Fire Prevention/Smoke/CO Program	1
Community Event Participation	0
JHSC – Monthly Inspection	4
JHSC - Meeting	1

Financial Impacts:

There are no financial impacts related to this report.

Strategic Alignment / Link:

We are an accessible community that offers opportunities for everyone by having services and amenities nearby.

Respectfully Submitted By:

Chris Cleave, Fire Chief

Approved By:

Mary Rose Walden, Chief Administrative Officer



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Ontario Regulation 343/22 Firefighter Certification

Prepared By: Chris Cleave, Fire Chief

Department: Fire & Emergency Services

Date: May. 19, 2022

Report Number: LDFB-2022-05-3

File Number: C00-LDFB

Attachments:

Recommendation:

That the Lucknow District Fire Board hereby receives for information Report Number LDFB-2022-05-3 prepared by Chris Cleave, Fire Chief

Background:

Ontario Regulation 379/18: Firefighter Certification, which established mandatory National Fire Protection Association (NFPA) certification requirements for firefighters in ten specific roles, was previously introduced and subsequently revoked in 2018 prior to coming into force.

On January 19, 2022, Ontario Regulation 343/22: Firefighter Certification was reintroduced by the Office of the Fire Marshal. Amendments were made to the former proposed regulation, and it was at this time that the comment period was opened for organizations to address any potential issues with the regulation. This period remained open through to February 28, 2022.

The Office of the Fire Marshal and the Ontario Fire Chiefs Association conducted several Virtual information sessions for Fire Chiefs and Municipal Officials to attend, which the Fire Chief participated in.

Discussion:

On April 14, 2022, O. Reg. 343/22: Firefighter Certification has been filed and is now an in-force regulation under the Act.

This regulation does not require our firefighters train to higher levels than they already are. Certification is a process of verification, ensuring that a firefighter is trained to the standard they are already required to perform, as set out in the levels of service determined by a council through our current Fire Department Establishing and Regulating By-law (E&R).

Currently our Levels of Service within the E&R By-law are set to provide "full service" fire suppression which means all the certification requirements within the new regulation apply to us. Additionally, we provide Vehicle Rescue Services (Auto Extrication) at the Technician level, so the Technical Rescue certification components of the new regulation apply to us as well.

Some key compliance dates are as follows:

For full Fire Suppression Services all members will be required to be certified by July 01, 2026. This Certification would be the NFPA 1001 Firefighter Level 1 and 2 including hazardous materials operations level certification.

For Vehicle Rescue Technician we must comply by July 01, 2028

For any Fire Department Member performing the roles of Fire Officer, Fire Service Instructor, Fire inspector, Fire Investigator, Incident Safety Officer, and Pump Operator the individuals will additionally be required to be certified to the appropriate NFPA levels identified with the regulation. The July 01, 2026, compliance date applies to these levels.

Our Current certification status for the Lucknow & District Station is as follows:

- 10 of 22 Firefighters are currently NFPA 1001 Firefighter Level 1 & 2 Certified
- 12 Firefighters will be required to be certified under this new regulation prior to the compliance date. This will occur sooner than the compliance date as we have been working on covering off the job performance requirements of certification since we took over management of this station. It is our goal to have these legacy members certify at the same time as the new recruits.
- 4 Auxiliary Recruit Firefighters are enrolled in and working on completion of their NFPA 1001 Firefighter Certification anticipated to completed in December of 2022. Vehicle Rescue Technician certification is scheduled for May of 2023.
- 6 of 8 Fire Officers have completed and currently are NFPA Certified to the Fire Officer Level 1, Fire Service Instructor Level 1 and Incident Safety Officer Levels. 2 Officer qualifies for legacy certification (employed before 2019) under the regulation.

Legacy Certification means any Firefighter that was employed prior to 2019 is eligible to receive certification through attestation that they have received training under the old Ontario Curriculum or through in house training and other courses. This applies

to the Fire Officer and Pump Operations components of the regulation only. It does not apply to Firefighter Certification.

The Township of Huron-Kinloss has been following the NFPA Curriculum training models since the hiring of a full time Fire Chief in 2015. Overall, we are in a great position with regards to compliance with this regulation. When the initial regulation was introduced in 2018 the Council at that time updated our E&R By-law to reflect the requirements of the regulation and these requirements are consistent with this new regulation and remain in effect today.

Financial Impacts:

Reflected annual in the Fire Departments Operating budgets

Strategic Alignment / Link:

We are an accessible community that offers opportunities for everyone by having services and amenities nearby.

Respectfully Submitted By:

Chris Cleave, Fire Chief

Approved By:

Mary Rose Walden, Chief Administrative Officer



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Lucknow District Fire Department YTD Jan-Apr. Financial Report

Prepared By: Chris Cleave, Fire Chief

Department: Fire & Emergency Services

Date: May. 19, 2022

Report Number: LDFB-2022-05-4

File Number: C00-LDFB

Attachments:

Recommendation:

That the Lucknow & District Fire Board hereby receives for information Report Number LDFB-2022-05-4 prepared by Chris Cleave, Fire Chief

Background:

As per the Joint Fire Service Agreement a financial report shall be submitted to the Lucknow District Fire Board.

Attached to this report is both a year to date (Jan 01 -Apr. 30) financial and expenditures report for the Lucknow District Fire Department.

Discussion:

Capital Budget Projects updates:

Firefighting Equipment –This project is ongoing as supplies are identifies as needed or due for replacement and is reflected in the provided expenditures report.

Firefighting Equipment – replacement fire helmets, gloves, and balaclavas and Firefighter Turnout Gear. All Firefighter Turnout gear due for replacement has been purchased all other items are Ongoing as required and expenditures are reflected in that attached report.

Firefighting Equipment – Amicus Battery operated Vehicle Extrication Spreaders – Product Supplier Demonstration is scheduled for May 30th at the Fire Training Facility. Purchase will be forthcoming after equipment demonstration and evaluation.

Financial Impacts:

Financial Impacts detailed in the attached reports.

Strategic Alignment / Link:

We are an accessible community that offers opportunities for everyone by having services and amenities nearby.

Respectfully Submitted By:

Chris Cleave, Fire Chief

Approved By:

Mary Rose Walden, Chief Administrative Officer

General Ledger

Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2022 - From Period 1 To Period 4 Ending APR 30,2022

Account	Description	Previous Year Total Actual	Budget	Current Year To Date Actual	Total Budget
Fund: 01 GENERAL TOWNSHIP					
Category: 2???					
2020 *** LUCKNOW DISTRICT FIRE STATION ***					
Revenue					
01-2020-3014	Fire Inspection Fees	150.00	0.00	75.00	0.00
01-2020-3015	Donations	1,540.00	0.00	0.00	0.00
01-2020-3020	Cost Recovery	3,563.90	0.00	4,738.94	0.00
01-2020-3030	Fire Calls - Ashfield-Colborne-Wawa	10,000.00	0.00	2,000.00	0.00
01-2020-3035	Fire Calls - Huron-Kinloss	10,200.00	0.00	1,400.00	0.00
01-2020-3040	Contributions - Ashfield-Colborne-W	155,345.23	148,975.00	18,581.08	159,187.50
01-2020-3045	Contributions - Huron-Kinloss	155,345.25	148,975.00	18,581.08	159,187.50
01-2020-3050	Fire Safety Grant	3,600.00	0.00	0.00	0.00
01-2020-3060	Ministry of Transportation - Fire Calls	4,395.60	0.00	0.00	0.00
01-2020-3400	County of Bruce - Modified Respons	5,000.00	5,000.00	5,000.00	5,000.00
01-2020-6040	Contributions - Ashfield-Colborne-W	29,931.65	23,750.00	0.00	23,750.00
01-2020-6045	Contributions - Huron-Kinloss	29,931.65	23,750.00	0.00	23,750.00
Total Revenue		409,003.28	350,450.00	50,376.10	370,875.00
Expense					
01-2020-0000	*** LUCKNOW DISTRICT FIRE STA	0.00	0.00	0.00	0.00
01-2020-7100	Salaries	182,280.80	170,000.00	13,755.70	190,000.00
01-2020-7200	Benefits	27,925.64	25,000.00	4,533.38	27,500.00
01-2020-7251	Administration Fee	2,500.00	2,500.00	2,500.00	2,500.00
01-2020-7254	Office Supplies	889.56	2,000.00	83.85	1,000.00
01-2020-7255	Public Education/Fire Safety	1,408.15	1,000.00	0.00	1,000.00
01-2020-7256	Computer Equipment - R&M - Servic	203.52	0.00	1,911.99	0.00
01-2020-7260	Telephone	2,126.42	3,000.00	822.96	2,000.00
01-2020-7261	Dispatch Services	15,737.27	13,000.00	0.00	18,000.00
01-2020-7262	Advertising	203.52	0.00	0.00	200.00
01-2020-7263	Gifts & Flowers	481.03	0.00	0.00	500.00
01-2020-7265	Association Memberships	1,653.47	750.00	0.00	1,000.00
01-2020-7266	Insurance	8,599.00	7,500.00	0.00	9,000.00
01-2020-7268	Audit	800.00	800.00	0.00	800.00
01-2020-7269	Radio Licences	586.74	800.00	606.66	800.00
01-2020-7270	Meetings - Registration	0.00	0.00	0.00	0.00
01-2020-7271	Meetings - Travel	203.71	1,500.00	0.00	1,000.00
01-2020-7272	Meetings - Meals	1,149.36	500.00	248.29	1,000.00
01-2020-7275	Medical Supplies	1,167.05	0.00	1,047.36	1,200.00
01-2020-7276	Small Tools	1,048.88	500.00	0.00	1,000.00
01-2020-7284	Hydrant Repairs & Maintenance	3,960.00	3,500.00	0.00	4,000.00
01-2020-7285	Depreciation Expense	0.00	0.00	0.00	0.00
01-2020-7305	Training - Registration	17,039.93	10,000.00	2,688.72	11,000.00
01-2020-7307	Training - Supplies	833.08	1,000.00	0.00	0.00
01-2020-7308	Training - Meals	1,550.35	750.00	438.77	1,000.00
01-2020-7318	Utilities - Propane	4,827.77	6,500.00	5,955.22	4,000.00
01-2020-7320	Utilities - Hydro	3,797.92	4,500.00	1,017.25	3,000.00
01-2020-7321	Utilities - Water	710.00	700.00	0.00	700.00
01-2020-7322	Utilities - Sewage	475.00	450.00	0.00	475.00
01-2020-7323	Building - R&M - Services	5,595.01	2,500.00	356.16	3,000.00
01-2020-7324	Building - R&M - Supplies	4,087.21	2,000.00	1,235.61	2,500.00
01-2020-7325	Building - Cleaning	300.00	1,200.00	600.00	1,200.00
01-2020-7326	Building - Snow Removal	7,389.54	3,500.00	9,125.18	4,000.00
01-2020-7351	Equipment - Certification	7,102.47	8,000.00	0.00	8,000.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2022 - From Period 1 To Period 4 Ending APR 30,2022

Account	Description	Previous Year Total		Current Year To Date	Total Budget
		Actual	Budget	Actual	
01-2020-7353	Vehicle - R&M - Supplies	1,444.76	2,000.00	58.98	1,500.00
01-2020-7354	Vehicle - R&M - Services	22,324.19	10,500.00	192.63	6,000.00
01-2020-7355	Vehicle - Diesel	6,593.60	3,000.00	1,451.88	5,000.00
01-2020-7356	Vehicle - Gas	1,365.64	1,000.00	225.79	1,000.00
01-2020-7357	Equipment - R&M - Services	5,866.02	5,000.00	3,921.54	3,500.00
01-2020-7358	Equipment - R&M - Supplies	4,913.37	8,000.00	699.53	5,000.00
01-2020-8010	Equipment	53,875.56	47,500.00	12,371.00	47,500.00
01-2020-8025	Computer Equipment	5,987.74	0.00	0.00	0.00
Total Expense		409,003.28	350,450.00	65,848.45	370,875.00
Dept Excess Revenue Over (Under) Expenditures		0.00	0.00	(15,472.35)	0.00
Category Excess Revenue Over (Under) Expenditures		0.00	0.00	(15,472.35)	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2022 - From Period 1 To Period 4 Ending APR 30,2022

Account	Description	Previous Year Total Actual	Budget	Current Year To Date Actual	Total Budget
REPORT SUMMARY					
01-2020	*** LUCKNOW DISTRICT FIRE STATION ***	409,003.28	350,450.00	50,376.10	370,875.00
Fund 01 Total Revenue		409,003.28	350,450.00	50,376.10	370,875.00
01-2020	*** LUCKNOW DISTRICT FIRE STATION ***	409,003.28	350,450.00	65,848.45	370,875.00
Fund 01 Total Expenditure		409,003.28	350,450.00	65,848.45	370,875.00
Fund 01 Excess Revenue Over (Under) Expenditures		0.00	0.00	(15,472.35)	0.00
Report Total Revenue		409,003.28	350,450.00	50,376.10	370,875.00
Report Total Expenditure		409,003.28	350,450.00	65,848.45	370,875.00
Report Excess Revenue Over (Under) Expenditures		0.00	0.00	(15,472.35)	0.00