



GRAND VALLEY & DISTRICT
FIRE BOARD
AGENDA
September 4, 2024
5:30PM
2 Watson Road



- 1. Call Meeting to Order**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest**
- 4. Adoption of Minutes**
 - 4.1. July 2, 2024
- 5. Deputations**
- 6. Unfinished Business**
 - 6.1 RFQ for Snow Removal – Verbal Update
 - 6.2 Pecuniary Interest Declaration from July 2nd meeting
- 7. Financials**
 - 7.1. Accounts Payable – July and August 2024
 - 7.2. Accounts Receivable – July and August 2024
 - 7.3. Response Report – July and August 2024 (To be provided at the meeting)
 - 7.4. Budget Variance Report
- 8. Fire Chief's Report**
 - 8.1 Recruitment
 - 8.2 Fire Master Plan
- 9. Correspondence**
- 10. New Business**
- 11. Confirming Resolution**
- 12. Adjournment**

**GRAND VALLEY & DISTRICT FIRE DEPARTMENT
BOARD OF MANAGEMENT
July 2, 2024 Minutes**

MEMBERS PRESENT: Sue Graham, Guy Gardhouse, Lorne Dart, Paul Latam, Dave Halls, Fire Chief Justin Foreman, Helena Snider Secretary/Treasurer

REGRETS: Chris Gerrits

1. Call Meeting to order

Vice-Chair Latam called the meeting to order at 5:34pm.

2. Approval of Agenda

#2024-07-01

Moved By: S. Graham

Seconded By: G. Gardhouse

BE IT RESOLVED THAT the July 2, 2024, regular meeting agenda be approved as amended, subsection 8.3 Radios and Radio Upgrades has been added.

Carried

3. Disclosure of Pecuniary Interest

P. Latam declared a pecuniary interest with respect to item 7.1 Accounts Payable.

4. Adoption of Minutes

4.1 June 3, 2024

#2024-07-02

Moved By: D. Halls

Seconded By: S. Graham

BE IT RESOLVED THAT the June 3, 2024, regular meeting minutes of the Grand Valley and District Fire Board be adopted as circulated.

Carried.

5. Deputations/Presentations

None

*L. Dart arrived at 5:37pm

6. Unfinished Business

6.1 Wage Comparison Report/Benefits and

6.2 Fire Board Insurance

The Board discussed with Chief Foreman how many firefighters would be interested in benefits. Chief Foreman advised that majority of the firefighters are self employed and do not have benefits, this would be beneficial and a way to retain firefighters. The wage report is a rough estimate and was based on a first-class firefighter wage. The Board discussed the potential for a 2-hour minimum for all calls, it would cost roughly \$40,000.00 on top of what was budgeted this year. The Board agreed to include the wage comparison and benefits when discussing the budget for 2025.

#2024-07-03

Moved By: S. Graham

Seconded By: G. Gardhouse

BE IT RESOLVED THAT the Board receive the wage comparison report and the benefits details

AND FURTHER THAT the Board receive the fire board insurance email provided

AND FURTHER THAT it be brought back for 2025 budget considerations.
Carried.

6.3 RFQ for Snow Removal

The Board had a discussion regarding the cost for the new season of snow removal. The Board suggested looking at adding the contractor to the Town policy if insurance for the contractor is an issue.

#2024-07-04

Moved By: L. Dart

Seconded By: S. Graham

BE IT RESOLVED THAT the Board receive the RFQ for snow removal and direct staff to post the RFQ for bids.

Carried.

7. Financials

7.1. Accounts Payable

There was discussion regarding the turnout gear, price is to increase. Chief Foreman was requested to look into getting new gear for the firefighters before the price increases.

#2024-07-05

Moved By: L. Dart

Seconded By: D. Halls

BE IT RESOLVED THAT the Bills and Accounts for June 2024 in the amount of \$155, 366.88 be approved and paid from the General Account.

Carried.

7.2. Accounts Receivable

The Board questioned the outstanding invoices from the Township of Amaranth. Should there be interest added to the invoices. The Board directed staff to charge interest on the outstanding invoices effective August 1st, 2024.

7.3. Response Report

Chief Foreman advised the Board that it has been slow this year, 20 calls less than last year. The Board asked about a resident in Amaranth who is burning without a permit, Chief Foreman informed that unless a complaint is filed or a call comes in, there is nothing to be done.

7.4. Budget Variance Report

*s. Graham left at 6:15pm

8. Fire Chief's Report

8.1 Recruitment

Chief Foreman advised the Board that he has received 26 applications, 5 of the applicants were declined because they reside outside the fire area. The Department will be conducting a physical and aptitude test on the weekend, individuals who pass will then proceed to the interview process.

The information night was a success. Some of the candidates already have fire service qualifications/courses and will not need to attend fire college. Chief Foreman is hoping to have the successful applicants hired by mid-August.

8.2 Fire Master Plan

Chief Foreman informed the Board that Emergency Management Services wants to present the Fire Master Plan on September 16th. Discussion regarding how the Board would like to have it presented, does the Board want to invite the Council, CAO and Treasurer from all three Municipalities.

The Board directed staff to iron out the date first and then follow up with correspondence.

8.2 Portable Radios/Radio Upgrades

Chief Foreman informed the Board that the quote provided for the new radio system excludes Mulmur-Melancthon Municipality. The equipment is under warranty for 5 years, after 5 years Chief Foreman will inquire about a service agreement. Monitoring after 5 years without a service agreement would be roughly \$900.00 per month. All repairs are included in the annual support agreement, and the cost for this is to be divided between Grand Valley and Shelburne.

#2024-07-06

Moved By: D. Halls

Seconded By: L. Dart

BE IT RESOLVED THAT the Board directs staff to authorize staff to purchase communication upgrades from Five 9 as presented in the amount of \$111, 050.30 HST included

AND FURTHER THAT staff be directed to purchase the annual support agreement in the amount of \$14, 780.40 HST included for a 5-year period

AND FURTHER THAT the truck radios be purchased at a price of \$5, 994.65 HST included.

Carried.

Chief Foreman informed the Board that the Tanker will probably not be ready until 2026. The meeting with the truck vendor went well, aside from delivery delays. The next truck to be replaced is due in 4 years, Chief Foreman will need to start looking next year due to delays.

There was discussion of a BBQ, like the one last year. The Board would like to host the BBQ again this year, but have it catered if possible. The Board and staff to contact a caterer and further discussion to come.

9. Correspondence

9.1 GIC Update

#2024-07-07

Moved By: D. Halls

Seconded By: L. Dart

BE IT RESOLVED THAT the Board receive the GIC update correspondence.

Carried.

10. New Business

11. Confirming Resolution

#2024-07-08

Moved By: G. Gardhouse

Seconded By: L. Dart

BE IT RESOLVED THAT leave be given to confirm the proceedings of the July 2, 2024, Grand Valley & District Fire Board meeting.

Carried.

12. Adjournment

#2024-07-09

Moved By: D. Halls

Seconded By: G. Gardhouse

BE IT RESOLVED THAT the Board adjourns to meet again on September 4th, 2024 at 5:30pm.

Carried.

Chris Gerrits, Chair

Helena Snider, Secretary/Treasurer



Grand Valley & District Fire Board

c/o Town of Grand Valley
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Grand Valley, ON L9W 5S6
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DECLARATION OF INTEREST *Municipal Conflict of Interest Act*

Re: Fire Board

Item: Financials

Date: July 2, 2024

Item Title: 7.1 Accounts Payable

I, Paul Latam, declare a potential (deemed/direct/indirect) pecuniary interest on Item Number #7.1, Item Title Accounts Payable on the agenda for the July 2, 2024, meeting of the Grand Valley & District Fire Board, for the following reason:

My wife and I jointly own a clothing business and we supply the fire department with clothing.

Councillor/Representative Signature

Date

Councillor/Representative Name

For definition of “indirect pecuniary interest,” see Section 2 of the *Municipal Conflict of Interest Act*.

For definition of “deemed” direct or indirect pecuniary interest, see Section 3 of the *Municipal Conflict of Interest Act*.



GRAND VALLEY & DISTRICT FIRE DEPARTMENT

FOR BOARD MEETING:

DO NOT FORGET TO ADD PAYROLL

ACCOUNTS PAYABLE		2024	2024	TOTAL	DESCRIPTION
		July	August		
4100 0100	Salary Renumeration	12668.95	12,248.54	100,832.11	
4100 0110	Hourly Renumeration	13,292.70	17,581.79	106,541.75	
4100 0120	Benefits - EHT and CPP	18.75		7,813.23	
4100 0130	Workers Compensation	3,078.00		8,884.00	Q2 return (April to June)
2900 1100	Payroll Tax	5,684.40		42,020.29	
4100 0140	Bank Charges	70.00	63.00	466.00	
4100 0150	Insurance			39,005.20	
4100 0400	Annual Audit Review			8,023.00	
4100 0500	Miscellaneous Legal Fees			-	
4100 0600	Fire Station Supplies		260.23	1,568.86	
4100 0610	Fire Station Maintenance			13,377.35	
4100 0615	Fire Station - Contract Services	1,600.05		10,753.05	Lawn Maintenance
4100 0705	IT Services - Licenses and Software Fees			3,910.58	
4100 0710	Office Telehpone	311.97		2,183.75	
4100 0715	Cellular Phone Services	162.44		2,946.49	
4100 0720	Heat	106.26	91.36	3,312.24	
4100 0730	Hydro	408.07	358.39	3,420.63	
4100 0750	Office Administration	220.90	29.59	1,592.64	
4100 0755	Fire Calls - Plate Search Fees			-	
4100 0760	Township Administration Services	406.50	81.30	5,043.77	
4100 0800	Fire Prevention - Public Education			3,758.99	
4100 0810	Memberships, Chief/Deputy Chief Conferences	320.44	30.00	4,172.42	
4100 1086	Firefighters Recognition			1,560.42	
4200 1010	Fuel	747.37		5,364.10	
4200 1020	Truck Repairs & Maintenance	5,652.53	7,938.67	18,086.72	Rescue 33 - auto drain/dead batteries/inspection/automatic transfer relay/Michelin tires/annual pump service & ladder testing
4200 1040	Equipment Repair & Maintenance			1,675.84	
4200 1050	SCBA Related Repairs & Maintenance			3,975.53	
4200 1060	Communications Repairs & Maintenance			51.96	
4200 1065	Fire Department Dispatch Services	9,102.74		9,102.74	
4200 1070	Extinguishers			1,146.76	
4200 1080	Medical Supplies			457.20	
4200 1100	Health & Safety Services		260.83	393.49	
4200 1202	Health & Wellness			-	
4200 1210	Protective Clothing		240.96	1,414.42	
4200 1220	Medical/Immunization	130.00		403.75	
4200 1230	Uniforms	339.00		8,177.87	
4200 1240	Training Supplies			3,314.47	
4200 1244	Training Courses	190.00		8,435.39	
8000 0620	Fire Station			24,821.20	
8000 0630	Long Term Consulting Fees	2,355.49		23,052.57	Fire Master Plan
8000 0708	IT Hardware			-	
8000 1025	Water Rescue			-	
8000 1055	Breathing Apparatus			-	
8000 1063	Communications	55,895.45		55,895.45	radios/two-way radios
8000 1150	Firefighters Equipment			2,987.98	
8000 1215	Protective Clothing			29,955.49	
8000 1250	Training Equipment			-	
8000 1825	Vehicle Funding/Imrpovements			-	
	Total Expenses	112,762.01	39,184.66	569,899.70	



GRAND VALLEY & DISTRICT FIRE DEPARTMENT

FOR BOARD MEETING: 04-Sep-24

2024 **2024**
July **August**

RECEIPTS DEPOSITED

MVC Billings	\$ 3,990.00	
Levy Payments		
Inspection/Report	\$ 75.00	
Donations		
Interest Earned		\$ 975.30
HST Return		\$ 17,462.55

TOTAL DEPOSITED

22,502.85

Operating Account Balance

Capital Reserve Account Balance

GIC Balance \$ 1,200,000.00

GIC Interest \$ 59,400.00

At Maturity

OUTSTANDING A/R

Invoice #396 (Township of Amaranth)	2,660.00
Invoice #397 (Township of Amaranth)	1,330.00
Invoice #421 (Township of East Garafraxa)	4,655.00

8,645.00

Grand Valley Fire Department
Budget Variance Report



Fiscal Year : 2024 Period : 8
 Account Code : ?-?-????-???? To ?-?-????-????

Budget Type : BUDGET VALUES

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
Revenue						
3000 REVENUES						
6-3-3000-0200	TOWNSHIP OF AMARANTH	0.00	-189840.22	-379680	-189839.78	50.00
6-3-3000-0300	TOWNSHIP OF EAST GARAFRAXA	0.00	-126757.56	-253515	-126757.44	50.00
6-3-3000-0400	TOWN OF GRAND VALLEY	0.00	-528080.96	-1056161	-528080.04	50.00
6-3-3000-0500	INTEREST INCOME / GEN OP#100-158-5	0.00	-17816.57	0	17816.57	0.00
6-3-3000-0510	INVESTMENT INTEREST INCOME	0.00	-7684.93	0	7684.93	0.00
6-3-3000-0550	INTEREST INCOME / EQUIP #100-159-3	0.00	-1941.89	0	1941.89	0.00
6-3-3000-0560	INTEREST INCOME / BLDG #100-160-1	0.00	-6871.09	0	6871.09	0.00
6-3-3000-0600	MISCELLANEOUS REVENUE	-4655.00	-23534.00	0	23534.00	0.00
6-3-3000-0650	DONATIONS	0.00	-4000.00	0	4000.00	0.00
Total REVENUES		-4655.00	-906527.22	-1689356	-782828.78	46.34
Total Revenue		-4655.00	-906527.22	-1689356	-782828.78	46.34
Expense						
4100 EXPENSE-GENERAL OPERATING						
6-4-4100-0100	SALARY RENUMERATION	12248.54	100832.11	145516	44683.89	30.71
6-4-4100-0110	HOURLY REMUNERATION	17581.79	106541.75	241536	134994.25	55.89
6-4-4100-0120	BENEFITS - EHT RETURN & CPP PAYABLE	0.00	7813.23	6500	-1313.23	-20.20
6-4-4100-0130	WORKERS COMPENSATION	0.00	8884.00	12000	3116.00	25.97
6-4-4100-0140	BANK CHARGES	0.00	403.00	750	347.00	46.27
6-4-4100-0150	INSURANCE	0.00	38307.73	38000	-307.73	-0.81
6-4-4100-0400	ANNUAL AUDIT REVIEW	0.00	7224.96	6500	-724.96	-11.15
6-4-4100-0500	MISCELLANEOUS LEGAL FEES	0.00	0.00	2000	2000.00	100.00
6-4-4100-0600	FIRE STATION SUPPLIES	246.93	1480.52	5000	3519.48	70.39
6-4-4100-0610	FIRE STATION MAINTENANCE	0.00	12046.73	25000	12953.27	51.81
6-4-4100-0615	FIRE STATION - CONTRACT SERVICES	0.00	9683.46	25000	15316.54	61.27
6-4-4100-0705	IT SERVICES - LICENSES AND SOFTWARE FEES	0.00	3634.90	10000	6365.10	63.65
6-4-4100-0710	OFFICE TELEPHONE	0.00	1966.54	3500	1533.46	43.81
6-4-4100-0715	CELLUAR PHONE SERVICE	0.00	2653.15	3000	346.85	11.56
6-4-4100-0720	HEAT	82.27	2982.76	5000	2017.24	40.34
6-4-4100-0730	HYDRO	315.40	3011.10	5500	2488.90	45.25
6-4-4100-0750	OFFICE ADMINISTRATION	126.61	1536.69	3000	1463.31	48.78
6-4-4100-0755	FIRE CALLS - PLATE SEARCH FEES	0.00	0.00	500	500.00	100.00
6-4-4100-0760	TWP ADMINISTRATION SERVICES	81.30	5043.77	8500	3456.23	40.66
6-4-4100-0800	FIRE PREVENTION ~ PUBLIC EDUCATION	0.00	3408.04	6000	2591.96	43.20
6-4-4100-0810	MEMBERSHIP, CHIEF/DEPUTY CONFERENCES	30.00	3881.31	5000	1118.69	22.37
6-4-4100-1086	FIREFIGHTERS RECOGNITION	0.00	1405.21	7500	6094.79	81.26
Total EXPENSE-GENERAL OPERATING		30712.84	322740.96	565302	242561.04	42.91
4200 EXPENSE-EQUIPMENT OPERATING						
6-4-4200-1010	FUEL	0.00	4830.54	15000	10169.46	67.80
6-4-4200-1020	TRUCK REPAIRS & MAINTENANCE	7149.02	16287.65	35000	18712.35	53.46
6-4-4200-1040	EQUIPMENT REPAIR & MAINTENANCE	0.00	1509.15	2000	490.85	24.54

Grand Valley Fire Department
Budget Variance Report



Fiscal Year : 2024 Period : 8
 Account Code : ?-?-????-???? To ?-?-????-????

Budget Type : BUDGET VALUES

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
Expense						
6-4-4200-1040	EQUIPMENT REPAIR & MAINTENANCE	0.00	1509.15	2000	490.85	24.54
6-4-4200-1050	SCBA RELATED REPAIRS & MAINTENANCE	0.00	3580.10	7000	3419.90	48.86
6-4-4200-1060	COMMUNICATIONS REPAIRS & MAINTENANCE	0.00	46.78	3000	2953.22	98.44
6-4-4200-1065	FIRE DEPARTMENT DISPATCH SERVICES	0.00	9102.74	18000	8897.26	49.43
6-4-4200-1070	EXTINGUISHERS	0.00	1032.70	1000	-32.70	-3.27
6-4-4200-1080	MEDICAL SUPPLIES	0.00	411.72	1500	1088.28	72.55
6-4-4200-1100	HEALTH & SAFETY SERVICES	234.88	354.34	500	145.66	29.13
6-4-4200-1202	HEALTH AND WELLNESS	0.00	8000.00	17000	9000.00	52.94
6-4-4200-1210	PROTECTIVE CLOTHING	216.99	1273.73	10000	8726.27	87.26
6-4-4200-1220	MEDICAL/IMMUNIZATION	0.00	403.75	1000	596.25	59.63
6-4-4200-1230	UNIFORMS	0.00	7367.46	11500	4132.54	35.94
6-4-4200-1240	TRAINING SUPPLIES	0.00	2989.39	5000	2010.61	40.21
6-4-4200-1244	TRAINING COURSES	4656.28	12404.84	15000	2595.16	17.30
Total EXPENSE-EQUIPMENT OPERATING		12257.17	69594.89	142500	72905.11	51.16
8000 EXPENSE-CAPITAL						
6-4-8000-0620	FIRE STATION - CAPITAL PURCHASE	0.00	22352.27	25000	2647.73	10.59
6-4-8000-0630	LONG TERM CONSULTING FEES	0.00	20759.56	45000	24240.44	53.87
6-4-8000-0708	IT Hardware-CAPITAL PURCHASE	0.00	0.00	3150	3150.00	100.00
6-4-8000-1055	BREATHING APPARATUS-CAPITAL PURCHASE	0.00	0.00	21904	21904.00	100.00
6-4-8000-1063	COMMUNICATIONS-CAPITAL PURCHASE	0.00	50335.62	148500	98164.38	66.10
6-4-8000-1150	FF EQUIPMENT-CAPITAL PURCHASE	0.00	2690.77	68100	65409.23	96.05
6-4-8000-1215	PROTECTIVE CLOTHING-CAPITAL PURCHASE	0.00	26975.87	31500	4524.13	14.36
6-4-8000-1250	TRAINING EQUIPMENT - CAPITAL PURCHASE	0.00	0.00	10000	10000.00	100.00
6-4-8000-1825	VEHICLE FUNDING/IMPROVEMENTS - CAPITAL	0.00	0.00	655000	655000.00	100.00
Total EXPENSE-CAPITAL		0.00	123114.09	1008154	885039.91	87.79
Total Expense		42970.01	515449.94	1715956	1200506.06	69.96
Report Total		38315.01	-391077.28	26600	417677.28	1570.22