

HILTON UNION FIRE BOARD
SPECIAL MEETING AGENDA

JUNE 26, 2024

6:30 PM

1. Accept Agenda as presented
2. Declaration of pecuniary interest
3. Move to Closed Meeting:

The Hilton Union Fire Board will enter into closed session in accordance with the provisions of the Municipal Act, Section 239 (2) (b) Personal matters about an identifiable individual.

- a) Volunteer Fire Chief interviews

4. Return to Open Meeting
5. Direction to Secretary Treasurer
6. Approve Minutes from June 10, 2024 Regular Meeting
7. Update on Fire Pump
 - a) Service Test Results
8. Administration:
 - a) Clerk Report Regarding the Budget
9. Correspondence:
 - a) Info from Mr. Brad Neabel (SOLGEN); answers to questions from previous meeting
 - b) Birthday Party Thank You Letter

8. Adjourn

HILTON UNION FIRE BOARD

Regular Meeting

MINUTES

June 10, 2024

7:00 p.m.

Present: Chairperson, Brian Delvecchio
Deputy Fire Chief, Robert Hope
Mike Garside
Janet Gordanier
Sarah Brown

Acting Secretary-Treasurer: Sara Dinsdale

Absent: Rodney Wood

Call to order at 7:02 p.m.

There were no disclosures of pecuniary interest.

Resolution #F2024-22

Moved: Janet Gordanier Seconded: Mike Garside

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT accepts the agenda of June 10, 2024 as presented. *CARRIED*

Resolution #F2024-23

Moved: Sarah Brown Seconded: Janet Gordanier

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does approve the following minutes as presented: May 6, 2024. *CARRIED*

Deputy Fire Chief, Robert Hope gave an update on fire calls and volunteer status since the last meeting. He stated that there were two fire calls. The first fire call was for Fort St. Joseph National Historic Site on May 15, 2024; however, it was a false alarm and was called off before anyone had an opportunity to respond. The second call was on May 30, 2024 and was made by mistake. The call was for Cottage Rd. on the main land rather than for Cottage Rd. in St. Joseph Township. It was discovered a mistake until after two volunteers responded.

There have been three practices since the last meeting. The practices included fire planning, truck maintenance, and potential disaster prevention at the marina and a fire plan at the trailer park. Access at Soo Mill Rd. and Canoe Point Rd were inspected and discussed.

There are currently eight active volunteer fire fighters and two inactive volunteer fire fighters.

Mr. Brad Neabel, Fire Protection Advisor, Field and Advisory Services/Office of the Fire Marshal from Ministry of the Solicitor General/Ontario Public Service joined via telephone at 7:17 p.m.

A discussion regarding the fire fighter training took place. Mr. Neabel answered questions regarding the mandatory training requirements that are required by July 2026. He suggested that we put a list of questions together in an email to send to him so he can compile some literature to reply with.

Resolution #F2024-24

Moved: Mike Garside Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does accept the proposed draft of the 2024 budget in the amount of \$62, 224.84. *CARRIED*

Resolution #F2024-25

Moved: Janet Gordanier Seconded: Robert Hope

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT recommends to the respective Councils to increase the reserve fund allocation of \$10,000.00 each in 2025. *CARRIED*

Resolution #F2024-26

Moved: Robert Hope Seconded: Mike Garside

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does suggest to its respective Councils to accept the amended HUFDF agreement to include addition of sections 3 and 4 and adjust by-laws to reflect these changes. *CARRIED*

Resolution #F2024-27

Moved: Janet Gordanier Seconded: Mike Garside

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does move into closed session at 9:21 p.m. to consider items concerning labour relations or employee negotiations. Further be it Resolved that should the said closed session be adjourned, the Hilton Union Fire Board may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution.

Municipal Act section 239 (2) (d) labour relations or employee negotiations and (2) (b) personal matters about an identifiable individual, including municipal or local board employees

CARRIED

Resolution #F2024-28

Moved: Janet Gordanier Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does return to open session at 10:05 p.m. *CARRIED*

Resolution #F2024-29

Moved: Sarah Brown Seconded: Robert Hope

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does agree to conducting interviews for the Volunteer Fire Chief position as discussed in the closed session. We will still accept resumes and the job posting will close on July 10, 2024. *CARRIED*

Resolution #F2024-30

Moved: Mike Garside Seconded: Janet Gordanier

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does adjourn at 10:15 p.m. and agree to meet again at the Hilton Township Municipal Office on September 9, 2024, or at the call of the Chair or by petition from majority members of the Board. *CARRIED*

Chairperson: Brian Delvecchio

Acting Secretary/Treasurer Sara Dinsdale



JOHNSON'S Fire Services Inc.

1351 Four Mile Lake Rd., North Bay, ON, P1B 8G2

cell 705-971-3931

e-mail gregoryjjohnson@icloud.com

Fire Pump Service Test Results
(using NFPA 1911 Standards)

City or Fire Protection District: Hilton Union
Apparatus # or designation: Pumper # 1
Manufacturer: Hub Year: 1995
Model: Pumper Serial Number: 2120

Engine Make: Cummins Model: C6 Cyl: 6 HP: 300 @ 2100 RPM
Pump Make: Hale Model: QSG Type: One stage #: 66391
Rated Capacity: 1050 gpm @ 150 psi Ratio, Engine to Pump: 1:2.21

Test Site Location: Richards Landings Marina Test Performed From: Draft Hydrant
Suction Hose Size: 6" Length: 40'

Test Conditions Elevation of Test Site: 1000 Air Temperature: 24
Lift: 10' Water Temperature: 8

Max Vacuum Attained: 23HG Vacuum drop in 5 min: 6 HG Time to Prime: 22 sec

Pressure Control Device Test: Rise while pumping capacity @ 150 psi: 15 psi
Rise while pumping capacity @ 90 psi: 15 psi
Rise while pumping 50% capacity at 250 psi: 15 psi

Intake Relief Valve Test: N/A

Gauge Accuracy: good Flowmeter Accuracy: N/A

Pump Test Results

	Capacity Test	Overload Test	200 psi Test	250 psi Test
Duration:	20 min	5 min	10 min	10 min
Required GPM:	1050	1050	735	525
Obtained GPM	1050	1075	735	525
Required Pressure:	150	165	200	250
Obtained Pressure:	150	165	200	250
Engine RPM:	1800	1875	1950	2100
Pump RPM:	3978	4144	4310	4641

Remarks:
-Pumps ok
- pump drain valve seized; not working
-packing on pump leaking bad; needs adjusting or replaced

Witnessed By: David Tested By: Greg Johnson Date: June 1, 2024



Clerks Report: FB2024-06-10/03

Meeting Date: June 26, 2024

Subject: **Draft Budget Formula Error**

Hilton Union Fire Board Special Meeting

Prepared by: Sara Dinsdale

In the previous meeting, Resolution F2024-24 regarding the Draft Fire Board Budget was passed. I've attached it for your reference.

Following the meeting, I located a formula error in the spreadsheet. This did not change the total budget amount of \$62,224.84 which was agreed upon; however, it does change the amounts required from The Township of Hilton and The Village of Hilton. The new amounts are \$27,829.39 each.

HILTON UNION FIRE DEPARTMENT

Resolution No. F2024-24

June 10, 2024

Moved:

Mike Garside ✓
Janet Gordanier _____
Rodney Wood _____
Robert Hope _____
Brian Delvecchio _____
Sarah Brown _____

Seconded:

Mike Garside _____
Janet Gordanier _____
Rodney Wood _____
Robert Hope _____
Brian Delvecchio _____
Sarah Brown ✓

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT

does accept the proposed draft of the 2024 budget: *in the amount of \$62,224.94*

Carried: ✓

Defeated: _____

Chairperson: *B. Clark*

**HILTON UNION FIRE DEPARTMENT
2024 BUDGET (including \$10k to Reserve Fund)**

Account #	REVENUE	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
472110	Township of Hilton	23,080.00	26,837.50	26,582.22	27,829.39
442101	Village of Hilton Beach	23,080.00	26,837.50	26,582.22	27,829.39
496200	Interest on Term Deposit	1,160.00	6,200.00 \$155k @ 4%	6,302.68	6,000.00
	Pumper Truck Rental (water)	470.00 St. Joseph	300.00 Hilton Twp-Rds	300.00	300.00
472100	Donation	0.00	0.00	3,075.50	266.06
	Alloc from Fire Working Capital Reserves	0.00	0.00	0.00	0.00
	Alloc from Fire Equipment/Building Reserve Fd	0.00	0.00	0.00	0.00
	TOTAL REVENUE	47,790.00	60,175.00	62,842.62	62,224.84
	EXPENSES				
	Operating:				
521100/260	Chief & Deputy Wages/EHT	4,258.26	4,275.00	4,246.37	3,000
521110	FireFighters' Honorarium	4,500.00	4,500.00	4,500.01	4,500
521230	WSIB	2,349.60 <i>re surplus refund</i>	3,500.00	4,439.00	3,500
521330	Miscellaneous	0.00	500.00	65.04	75
521400	Truck Repairs and Maintenance	639.05	2,000.00	1,811.83	2,000
521410	Building Maintenance	42.65	200.00	74.72	500
521420	Compressor Maintenance	1,152.88	1,000.00	1,086.75	1,200
521438	Prevention	-120.00	500.00	0.00	500
521450	Equipment: Purchases/Repairs	1,997.53 <i>radios</i>	2,700.00	1,609.81	4,100 <i>air tanks, lights, ECT</i>
521460	Truck Fuel	409.75	500.00	814.50	500
521470	Turnout Gear	221.83	2,200.00	2,244.82	0
521475	SCBAs	0.00	0.00	0.00	0
521480	Training - Seminars	0.00	0.00	0.00	0
521490	Mileage	0.00	0.00	0.00	0
521512	Audit Fees	1,061.60	1,100.00	1,116.05	1,200
521570	Insurance	7,884.40	12,800.00	13,328.28	16,641.00
521590	Mutual Aid	0.00	0.00	0.00	0
521600	Hydrant Maintenance	1,578.48	1,600.00	1,578.48	1,600
521610	Inspections (re equipment testing)	457.92 <i>pumper test only</i>	2,000.00 <i>scba+pumper testing</i>	473.18 <i>no scba testing</i>	2,000 <i>scba+pumper testing</i>
521680	Telephone	0.00	0.00	0.00	0
521682	Communication	2,362.08	2,300.00	1,808.92	2,408.84
521690	Power/Propane	1,540.75	2,300.00 <i>re firehall heater 2 months</i>	2,440.02	2,500
	SUB TOTAL	30,336.78	43,975.00	41,637.78	46,224.84
	Capital:				
		0.00	0.00	0.00	0
		0.00	0.00	0.00	0
	SUB TOTAL		0.00	0.00	0.00
	TOTAL EXPENSES	30,336.78	43,975.00	41,637.78	46,224.84

**HILTON UNION FIRE DEPARTMENT
2024 BUDGET**

Account #	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
TRANSFERS: RESERVES & RESERVE FUNDS				
Allocate to/(from) Fire Working Capital (surplus/(deficit))	6,293.22	0.00	4,899.55	0.00
Allocate Interest on TD and GIC to Fire Res Fd	1,160.00	6,200.00	6,305.29	6,000.00
Allocate to Reserve Fund for Equip/Bldg	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL TRANSFERS:	17,453.22	16,200.00	21,204.84	16,000.00
TOTAL BUDGET	47,790.00	60,175.00	62,842.62	62,224.84
Fire Working Capital Balance	14,380.17		19,279.72	19,279.72
Fire Equipment Reserve Fund Balance	153,702.34		170,007.63	185,995.63
Fire Building Reserve Fund Balance	15,532.33		15,532.33	15,532.33
	Pumper: 91,178.99		Pumper: 107,484.28	
	Tanker: 38,523.35		Tanker: 38,523.35	
	Bunker Gear: 13,000.00		Bunker Gear: 13,000.00	
	Rapid Attack: 11,000.00		Rapid Attack: 11,000.00	
	<u>153,702.34</u>		<u>170,007.63</u>	
	Building: 15,532.33		Building: 15,532.33	
Total ResFunds	<u>169,234.67</u>		<u>185,539.96</u>	

- 1) If we decide to offer interior attack, does the entire department need to be trained?
 - Technically you would only require sufficient personnel trained to provide the service. Same way you don't need every member trained to exterior attack if you have some members that only do dispatching, or drive tankers, etc.
 - With a volunteer dept you never know who will show up for a call and so its "best practice" to have everyone trained to the same level, but not technically required. So at the end of the day if you are thinking to change your level of service to offer interior attack it would be "best practice" to train all staff to provide that service.

- 2) Can we operate according to the level of service we are providing? We currently don't provide interior attack. Do we need to have the volunteers trained for it if we don't provide it?
 - Yes, you can operate to your level of service you are providing, which is currently exterior attack. You would not have to train volunteers for interior attack if you don't provide it. You don't need to be trained to do tasks you don't do i.e. "train for water rescue but you're not providing that service."

- 3) What are the consequences if we continue to operate equipment after the date it should be retired? As stated, our equipment is seldom used and still in excellent condition.

It does depend on the type of equipment. PPE is non-negotiable, if a manufacturer says it only lasts X # of years, then it's done.

The OFM doesn't get involved in the operational decision-making process, but I can provide some clarification and facts on the topic regarding a truck.

Although Ontario has formally adopted the NFPA standards as their own, they are not "regulations (required by law)" unless specifically referenced in another regulation.

There is a potential risk to the community, if a firefighter gets hurt in that truck or a building burns down that could have been saved, as the insurance company may place the blame on the fire department (Municipality) saying that it could have been prevented if it was a NFPA current truck. This would, however, depend on the circumstances of the incident. In this case, the Municipality may be asked to justify why they were not adhering to the industry established standards.

I do know of some departments who have a very low call volume and mostly "surround and drown" type fires who have trucks in the 30-year range. These departments ensure the pump is tested (and passes) the pump test every year as well as its annual road safety inspection. These municipalities would potentially be taking on liability by continuing to use equipment that no longer aligns with the NFPA standards (or any other standards that are applicable), but have decided that the very low risk of having a failure directly related to the age of the truck and tied to the NFPA standard is acceptable, considering the cost of buying a new truck.

Many factors should be considered to help make this decision, i.e Community Risk Assessments, Fire Underwriter's Survey, Municipal Insurance provider, local Mutual Aid Plan requirements, availability of parts for existing truck, Municipal Legal Counsel, and current financial position.

I would strongly recommend having a discussion with your legal counsel, insurance provider, and Municipal Council.

- 4) When recruiting new volunteers, how long do they need to wait to take part in a fire if they haven't completed all of the training/schooling after the July 1st 2026 deadline? Do they need to complete all of the training before participating or can we continue to operate as we are now; continually moving through training, while also participating.
 - Fire fighters who are not certified can work alongside a certified member (under direct supervision) however they would be only expected to perform tasks they have been trained to do.
- 5) Ryan Belair Info Below

Ryan Belair
Director of Protective Services/Fire Chief
Town of Blind River
Cell: (705) 849-3878
Tel: (705) 356-2251 ext. 215
ryan.belair@blindriver.ca
11 Hudson Street
Blind River, ON
P0R1B0



The current training options available are the following:

- 1- Regional Training Center to complete the training.
 - a. There is a cost associated which varies depending on the RTC.
 - b. Courses and dates can be found on the Fire College website. (Note that Ont Seals courses may not be available yet)
 - c. Testing is booked through the RTC.
- 2- Learning Contract through the Fire College.
 - a. There is a cost associated per member enrolled.
 - b. The Fire College would provide the material and outline for the course. (Note that Ont Seals course materials may not be available yet)
 - c. The instructor would be a competent member of the department that would facilitate the training.
 - d. Testing will be booked through AS&E by the department.
- 3- In house training.
 - a. The departments training officer can create a training plan to ensure all associated JPR's are taught and skills are performed. (documentation required)
 - b. Skill Sheets are available for free through your Advisor
 - c. Testing will be booked through AS&E by the department.

**Keep in mind that come 2026, instructors will need to be NFPA 1041 certified to facilitate training.

Hilton Township Administration

From: Private [redacted]
Sent: June 22, 2024 11:00 PM
To: Hilton Township Administration
Subject: Re: Address

Thank you from the very bottom of my heart! Liam was sitting playing a game when the firetruck first went by and he could get no other words out except "fire truck! Firetruck" and when it drove past he said "oh no fire truck come back!" When it did...oh my goodness! He couldn't even get words out he was so excited. At bedtime we talk about the best part of the day was and he said getting to go in the firetruck was the best part of his whole life. I'm sure you have a batch of new jr. recruits. The little firetruck they gave him hasn't left his hand. He's sleeping with it right now! He was having trouble eating all that cake with one hand but made sure the fire truck got some too 😊. This was something he will never forget and I won't either. Really if there is anything you guys need, a meal, helping hands, anything please let us know. We would love to give back to our community who made my son feel like the most important little man in the whole world. Thank you all so much!

[redacted]

Sent from my iPhone