

HILTON UNION FIRE BOARD

MEETING AGENDA

June 18, 2025

7:00 PM

1. Accept Agenda as presented
2. Declaration of pecuniary interest
3. Delegation: Mr. Brad Neabel, Fire Protection Adviser, Field and Advisory Services | Office of the Fire Marshal
 - a) To answer questions re the replacement of equipment and vehicles
 - b) To discuss bunker gear replacement Information: see email dated April 8, 2025
 - c) To answer questions regarding training requirements
4. Approval of minutes:
 - a) Regular meeting of March 19, 2025
 - b) Special meeting of April 23, 2025
5. Fire Chief Updates:
 - a) Fire Calls since last meeting
 - b) Volunteer numbers
 - c) Other
6. Administration:
 - a) Report re:
 - 1) Pool Fill Service
 - 2) Tanker and Pumper Retirement and Reserve Funds amount
 - 3) Update re purchase of SCBA Cylinders
 - 4) Update re purchase of bunker gear
 - 5) Update re first aid/CPR training
 - b) Review of final adopted 2025 Budget and resolution of approval
7. Other
8. Adjourn

Hilton Township Administration

From: Neabel, Brad (SOLGEN) <Brad.Neabel@ontario.ca>
Sent: April 8, 2025 1:09 PM
To: Hilton Township Administration
Cc: Fire Chief; Deputy Fire Chief; Mike Garside
Subject: RE: Hilton Bunker Gear Replacement Inquiries

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon Sara,

I'd like to preface this e-mail by saying the OFM doesn't get involved in the operational decision-making process, but I can provide some clarification and facts on the topic. Please see responses below to your previous questions:

1. Does this mean that we don't necessarily need to replace the gear?
 It would be wise to replace the gear as it is not good for life. NFPA standards as well as manufacturer-imposed limitations also apply the 10-yr rule on replacing bunker gear.

Having gear tested and cleaned is an annual requirement in the standards and doesn't prolong or add to the lifespan in any way. There are many private companies you can search that provide this service.

2. What are the rules/regulations around this?
 Please see link below for standards, regulations, and acts
[4-8 Care, maintenance, inspection and replacement of structural fire fighting personal protective equipment | Firefighter guidance notes | ontario.ca](#)

3. Is there a specific ACT to refer to?
 Please see Applicable regulations and acts on links below

- [Occupational Health and Safety Act](#)
 - clause 25(1)(b) for maintaining equipment in good condition
 - clause 25(2)(h) for taking every precaution reasonable in the circumstances to protect workers
- [O. Reg. 714/94 – Firefighters – Protective Equipment Regulation](#)
 - section 5 for the minimum design, performance, testing, and certification requirements of structural firefighting protective garments

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

I hope this helps, please let me know if you have any further questions & Hope all is well!

Sincerely,

Brad

From: Hilton Township Administration <admin@hiltontownship.ca>
Sent: Friday, March 28, 2025 2:01 PM
To: Neabel, Brad (SOLGEN) <Brad.Neabel@ontario.ca>

HILTON UNION FIRE BOARD

Regular Meeting

MINUTES

March 19, 2025

7:00 p.m.

4a)i)

Present: Chairperson Brian Delvecchio
Fire Chief Robert Hope
Deputy Fire Chief Dan See
Mike Garside
Rodney Wood
Dave Leask
Sarah Brown – via phone
Sally Cohen – via phone

Acting Secretary-Treasurer: Sara Dinsdale

Absent: Janet Gordanier
Kelly Rathwell

Call to order at 7:00 p.m.

Mike Garside declared pecuniary interest regarding item #6 b) on the agenda: Discussion regarding Volunteer Fire Fighter Remuneration.

Resolution #F2025-01

Moved: Mike Garside

Seconded: Rodney Wood

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT accepts the agenda of March 19, 2025, as presented. *CARRIED*

Resolution #F2025-02

Moved: Sarah Brown

Seconded: Rodney Wood

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does approve the minutes of the regular meeting of December 9, 2024. *CARRIED*

Fire Chief Updates:

Fire Chief Robert Hope gave an update on fire calls and volunteer status since the last meeting. He stated that there were three fire calls. One call was for the landfill. There was smoke coming from the furniture refuse pit and it was thought to be caused by chemicals. The Village of Hilton was called to send their backhoe over to bury it with dirt. There were no flames, and the fire department stayed to monitor the situation and proceeded to leave once it was determined that there were no longer any risks. Another call was a complaint of a strong propane smell in the basement of a house on Mark Street in the Village of Hilton Beach. It was determined that the homeowner's propane level was low. When propane levels are low it will produce a stronger smell of propane. The fire department determined that there was no need to ventilate and there was no damage. The last call was a chimney fire that occurred in the Township of St. Joseph. The Hilton Union Fire Department was asked to stand down as the St. Joseph Fire Department had it under control.

There are currently 10 active volunteers: 4 are fully certified, 4 have their DZ license, and 6 are working through the training material.

Fire Chief Hope explained that he has started the DZ license course and is working through the modules.

Acting Secretary-Treasurer Sara Dinsdale explained the draft budget for 2025. A discussion took place regarding items that the fire department needs replaced this year. The SCBA cylinders were manufactured in 1987 and all have expired, some fire fighters will need new bunker gear this year due to expiration, and approximately five fire fighters will need to take a first aid/CPR course this year, first aid kits have expired, and the AED needs to be replaced. The Pumper is due to be replaced by 2026. Fire Chief Hope and Deputy Fire Chief See suggested that the volunteer points honourarium be increased. It was suggested that the Acting Secretary/Treasurer research the prices of the items that need to be replaced, that the draft budget reflects these items, and another budget meeting will be scheduled at a later date. A quote for 12 SCBA tanks was reviewed.

Resolution #F2025-03

Moved: Rodney Wood

Seconded: Sally Cohen

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE does agree to the purchase of 12 SCBA's from PPE Solutions as per the attached quote #PPEQ14894-01. *CARRIED*

HILTON UNION FIRE BOARD - Regular Meeting
MINUTES – March 19, 2025

Other Items Discussed:

Ms. Sarah Brown reminded the Hilton Union Fire Board that she had previously requested that the fire truck be involved in the car show on July 26 this year. There was a discussion about including a fundraiser for the fire department at the car show as well. Fire Chief Hope agreed that this would be beneficial for the fire department and that he would discuss it with them to see who would be able to volunteer their time for it. Ms. Brown also made comment that incorporating some fire prevention loot bags during the parade that will be held on August 2 would be beneficial for public outreach. It was suggested that 40 bags would be a sufficient amount. Acting Secretary-Treasurer Dinsdale mentioned that there were already some fire prevention bags made up and that she would make sure to add more to them to make a total of 40.

Resolution #F2025-04

Moved: Rodney Wood

Seconded: Mike Garside

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does adjourn at 8:40 p.m. and agree to meet again at the Hilton Township Municipal Office on Wednesday, June 18, 2025, 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

4b)

**HILTON UNION FIRE BOARD
Special Meeting (2025 Budget)**

M I N U T E S

April 23, 2025

7:00 p.m.

Present: Chairperson Brian Delvecchio
Fire Chief Robert Hope
Deputy Fire Chief Dan See
Mike Garside
Rodney Wood
Dave Leask
Sarah Brown
Sally Cohen – via phone

Secretary/Treasurer: Sara Dinsdale

Absent: Janet Gordanier
Kelly Rathwell

Call to order at 7:00 p.m.

Mike Garside declared pecuniary interest regarding item #4 on the agenda: Discussion regarding Volunteer Fire Fighter Remuneration within the budget.

Resolution #F2025-05
Moved: Rodney Wood
Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT accepts the agenda of April 23, 2025, as presented. *CARRIED*

Resolution #F2025-06
Moved: Sarah Brown
Seconded: Mike Garside

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT approves the appointment of Sara Dinsdale as Secretary/Treasurer of the Hilton Union Fire Department.*CARRIED*

A discussion took place regarding the draft budget for 2025. It was suggested that some reserve funds be allocated to the revenue in order to accommodate the required purchases of expired equipment including 12 SCBA's, 5 sets of bunker gear including pants, jackets, helmets and one pair of boots.

A discussion took place regarding line item "Pumper Truck Rental" of the budget, and whether this should be a continued service that is provided. It was noted that when the pumper truck is used to fill a pool, the water that is used is untreated and often dirty. In the past there have been complaints regarding this, which has brought concern to some of the fire fighter volunteers as to whether the fire department would be liable if a claim is made that the "dirty water" has damaged someone's pool. It was suggested to create a waiver and have them signed before a pool would be filled in order to eliminate any liability for future pool fills. This will be presented to the respective councils for approval. There was also a discussion regarding whether the Hilton Union Fire Board should continue to request the fee stated on the Hilton Township's Fees and Charges By-law or if it should be eliminated and to only request a donation. It was requested that this be discussed at the next regular council meeting of the Township of Hilton.

The fire board took a break from 8 pm to 8:10 pm to allow the Secretary/Treasurer to make the adjustments to the draft budget that was discussed, in order to provide a better visual understanding of what the 2025 budget would look like.

Resolution #F2025-07
Moved: Dave Leask
Seconded: Rodney Wood

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE does accept the proposed draft of the 2025 budget. *CARRIED*

Resolution #F2025-08
Moved: Rodney Wood
Seconded: Mike Garside

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does adjourn at 8:25 p.m. and agree to meet again at the Hilton Township Municipal Office on Wednesday, June 18, 2025, or at the call of the Chair or by petition from majority members of the Board. *CARRIED*

Chairperson: Brian Delvecchio

Secretary/Treasurer Sara Dinsdale



Report: FB2025-06-18

Meeting Date: June 18, 2025

Subject: **Administration Updates**

Hilton Union Fire Board Regular Meeting

Prepared by: Sara Dinsdale

Pool Fill Service to be Discontinued

At the last Hilton Union Fire Board Meeting, there was a discussion regarding the pool fill service and its fee. The HUFB suggested that the fee be removed from the Township's fees and charges by-law and that the fire department accepts donations only in order to avoid any liability issues regarding damage that may occur either by the truck, or the water that is being used. Due to complaints received in the past by recipients of this service, the HUFB requested that a waiver be signed by each person receiving a delivery.

Upon consulting with the insurance company, although there is liability coverage regarding the fire truck and possible damage that may occur, there is no liability coverage regarding damage that may be caused due to the water being used.

Both respective councils reviewed the above information and determined that the service should discontinue due to liability issues. The attached resolutions are included for your reference.

Jocelyn Fire Department is providing the pool fill service. Fire Chief Rick Sirvio can be contacted to schedule the service at 705-206-8809.

Replacement of Tanker & Pumper Trucks

According to our Asset Management Plan, the Pumper is due to be replaced by 2026, and the Tanker is due to be replaced this year. There is \$145,872.00 in reserve funds for the pumper and \$38,523.35 in reserve funds for the tanker.

Purchase of SCBA Cylinders

Resolutions from each respective councils, in support of the purchase of 12 SCBA Cylinders are included for your reference. They were ordered on March 25, 2025, as per the included order confirmation. They are expected to be shipped to the PPE Solutions warehouse in Pickering, Ontario on July 31, 2025, then they will be shipped here.

Purchase of Bunker Gear

The purchase of the requested bunker has not been placed yet as I am awaiting on sizes. The budget includes the purchase of five (5) pants, five (5) jackets, five (5) helmets, and one (1) pair of boots.

First Aid/CPR Training

In order to book First Aid and CPR Training, the number of attendees are required. This training needs to be scheduled and paid for before September 15, 2025, in order to be funded by the Emergency Preparedness Grant.

THE CORPORATION OF THE TOWNSHIP OF HILTON

Resolution No. 2025 – 92

May 14, 2025

COPY

Moved by:

Mike Garside
Janet Gordanier
Dave Leask
Mike Trainor

Seconded by:

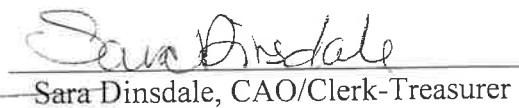
Mike Garside
Janet Gordanier
Dave Leask
Mike Trainor

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree that the Hilton Union Fire Department shall discontinue the service of filling pools due to liability issues and that the fee shall be removed from the Township's Fees and Charges By-law.

Carried: _____

Defeated: _____


Rodney Wood, Reeve


Sara Dinsdale, CAO/Clerk-Treasurer

VILLAGE OF HILTON BEACH

Resolution No. __2025-95

Meeting: June 11, 2025

Moved by: Kelly Rathwell

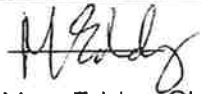
Seconded by: Brian Delvecchio

BE IT RESOLVED THAT the Village of Hilton Beach Council does acknowledge that Hilton Union Fire Department shall discontinue the service of filling pools due to liability issues.

Mayor: Robert Hope

CARRIED

I, Myra Eddy, do hereby certify that this to be a true copy of resolution 2025-95, passed at open council meeting on June 11, 2025.



Myra Eddy – Clerk Treasurer

| RECORDED VOTE | YES | NO |
|-----------------------------|-----|----|
| Mayor Robert Hope | | |
| Councillor Sarah Brown | | |
| Councillor Sally Cohen | | |
| Councillor Brian Delvecchio | | |
| Councillor Kelly Rathwell | | |
| | | |

HILTON UNION FIRE DEPARTMENT

Resolution No. F2025 - 03March 19, 2025

COPY

Moved:

Mike Garside _____
 Janet Gordanier _____
 Rodney Wood ✓ _____
 Dave Leask _____
 Sally Cohen _____
 Brian Delvecchio _____
 Sarah Brown _____
 Kelly Rathwell _____

Seconded:

Mike Garside _____
 Janet Gordanier _____
 Rodney Wood _____
 Dave Leask _____
 Sally Cohen ✓ _____
 Brian Delvecchio _____
 Sarah Brown _____
 Kelly Rathwell _____

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does
 agree to the purchase of 12 SCBA's from PPE Solutions as per the attached quote
 #PPEQ14894-01.

Carried: ✓

Defeated: _____

Chairperson: B. De

THE CORPORATION OF THE TOWNSHIP OF HILTON

COPY

Resolution No. 2025-53

March 20, 2025

Moved by:

Mike Garside _____
Janet Gordanier _____
Dave Leask _____
Mike Trainor _____

Seconded by:

Mike Garside _____
Janet Gordanier _____
Dave Leask _____
Mike Trainor _____

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to the recommendation made by the Hilton Union Fire Department to purchase 12 SCBA's at \$908.00 each as per quote # PPEQ14894-01 received from PPE Solutions.

Carried: _____

Defeated: _____



Reeve Rodney Wood



Acting Clerk Sara Dinsdale

COPY

Village of Hilton Beach

Resolution No. 2025-43

Meeting: March 24, 2025

Moved by ____ Brian Delvecchio

Seconded by ____ Kelly Rathwell

BE IT RESOLVED THAT the Village of Hilton Beach Council agrees to the recommendation from the Board of the Hilton Union Fire Department to purchase 12 SCBA's from PPE Solution as per quote.

Mayor: Robert Hope

CARRIED

| RECORDED VOTE | YES | NO |
|-----------------------------|-----|----|
| Mayor Robert Hope | | |
| Councillor Sarah Brown | | |
| Councillor Sally Cohen | | |
| Councillor Brian Delvecchio | | |
| Councillor Kelly Rathwell | | |

Original signed

03/13/25

QUOTE
PPEQ14894-01

905 Dillingham Road, unit #7
Pickering, Ontario L1W 3X1
Phone: (888) 999-0316
www.ppes.ca

Prepared For
Britney MacKay
britney@hiltontownship.ca
Phone (705) 246-2472
Fax (705) 246-2913

Hilton Fire Department
2983 Base Line
Hilton Beach, ON P0R 1G0
Terms: Net 30

Representative
Brett Leng
Brett.Leng@ppesolutions.ca
Phone 888-999-0316 x9
Fax

| Description | | Qty | FD Price | Ext. Price |
|---|------|-----|--------------|--------------------|
| 804101-01 | SCBA | 12 | \$908.00 | \$10,896.00 |
| CYLINDER & VALVE, ALUMINUM, 2.2, 30-MIN, CGA | | | | |
| Before April 1st price increase - Freight PPDNC | | | | |
| | | | Subtotal | \$10,896.00 |
| | | | HST | \$1,416.48 |
| | | | TOTAL | \$12,312.48 |

*PPE has offered to pay the freight (approx. \$300)
instead of offering a reduced price.

Applicable Taxes & Shipping Charges - Additional to Unit Price (Unless Otherwise Noted).
Considering the current economic Situation, it is impossible for us to guarantee our prices according to our usual 30-day policy.
Therefore, the quoted prices are subject to change.

THE CORPORATION OF THE TOWNSHIP OF HILTON

Resolution No. 2025 – 91

May 14, 2025

Moved by:

Mike Garside _____
Janet Gordanier ✓ _____
Dave Leask _____
Mike Trainor _____


Seconded by:

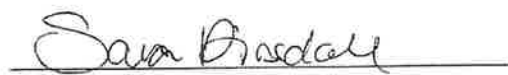
Mike Garside _____
Janet Gordanier _____
Dave Leask _____
Mike Trainor ✓ _____

BE IT RESOLVED THAT THE COUNCIL OF THE TOWNSHIP OF HILTON does agree to
adopt the 2025 Hilton Union Fire Board Budget as presented.

Carried: ✓

Defeated: _____


Rodney Wood, Reeve


Sara Dinsdale, CAO/Clerk-Treasurer

6)b)ii)

HILTON UNION FIRE DEPARTMENT
2025 BUDGET (including \$20k to Reserve Fund)

updated April 23, 2025

| REVENUE | | 2024 | 2024 | 2025 |
|-----------------------|---|------------------|-------------------------------------|-------------------|
| Account # | | BUDGET | ACTUAL | BUDGET |
| 472110 | Township of Hilton | 27,824.97 | 27,829.98 | 34,239.25 |
| 442101 | Village of Hilton Beach | 27,824.97 | 27,829.98 | 34,239.25 |
| 496200 | Interest on Term Deposit | 6,000.00 | 8392.93 | 8,400.00 |
| | Pumper Truck Rental (water) | 300.00 | 300 | 300.00 |
| 472100 | Donation | 266.06 | 276.06 | 275.00 |
| | Fire Protection Grant | | | 8,592.18 |
| | Alloc from Fire Working Capital Reserves | 0.00 | | |
| | Alloc from Fire Equipment/Building Reserve Fd | 0.00 | | 24,000.00 |
| TOTAL REVENUE | | 62,216.00 | 64,628.95 | 110,045.67 |
| EXPENSES | | | | |
| 521100/260 | Chief & Deputy Wages/EHT | 3,000 | 2646.48 | 4,252 |
| 521110 | Firefighters' Honorarium | 4,500 | 4500 | 5,500 |
| 521230 | WSIB | 3,500 | 3762 | 500 |
| 512331/521330 | Miscellaneous | 75 | 980.53 | 1,000 |
| 521400 | Truck Repairs and Maintenance | 2,000 | 1342.37 | 2,000 |
| 521410 | Building Maintenance | 500 | 85.07 | 500 |
| 521420 | Compressor Maintenance | 1,200 | 1200 need invoice from Jocelyn | 1,200 |
| 521438 | Prevention/fire permit support (webiste) | 500 | 566.22 | 570.00 |
| 521450 | Equipment: Purchases/Repairs | 4,100 | 103.80 | 5,250 |
| 521460 | Truck Fuel | 500 | 333.86 | 500 |
| 521470 | Turnout Gear | 0 | 0 | 19,720.25 |
| 521475 | SCBAs | 0 | 0 | 15,723.42 |
| 521480 | Training - Seminars | 0 | 0 | 1,800 |
| 521490 | Mileage | 0 | 0 | 0 |
| 521512 | Audit Fees | 1,200 | 1143.27 | 1,200 |
| 521570 | Insurance | 16,641.00 | 15,641.36 | 13,000.00 |
| 521590 | Mutual Aid | 0 | 0 | 0 |
| 521600 | Hydrant Maintenance | 1,600 | 1620 | 1,620 |
| 521610 | Inspections (re equipment testing) | 2,000 | 2665.84 FT pump/SCBA/pumper testing | 2,000 |
| 521680 | Telephone | 0 | 0 | 0 |
| 521682 | Communication (radios/emails) | 2,400.00 | 3015.53 need invoice from Jocelyn | 2,810.00 |
| 521690 | Power/Propane | 2,500 | 1462.81 | 2,500 |
| SUB TOTAL | | 46,216.00 | 41,069.14 | 81,645.67 |
| TOTAL EXPENSES | | 46,216.00 | 41,069.14 | 81,645.67 |

Qb) 110

**HILTON UNION FIRE DEPARTMENT
2025 BUDGET**

| | 2024 BUDGET | 2024 ACTUAL | | 2025 BUDGET |
|---|------------------|------------------|-------------------------|-------------------|
| TRANSFERS: RESERVES & RESERVE FUNDS | | | | |
| Allocate to/(from) Fire Working Capital (surplus/(deficit)) | 0.00 | 5166.88 | Proof of Surplus | 0.00 |
| Allocate Interest on TD and GIC to Fire Res Fd | 6,000.00 | 8392.93 | 23,559.81 | 8,400.00 |
| Allocate to Reserve Fund for Equip/Bldg | 10,000.00 | 10,000.00 | -8392.93 | 20,000.00 |
| TOTAL TRANSFERS: | 16,000.00 | 18,392.93 | -10,000.00 | 28,400.00 |
| TOTAL BUDGET | 62,216.00 | 59,462.07 | 5,166.88 | 110,045.67 |

| | |
|-------------------------------------|------------|
| Fire Working Capital Balance | 24,451.81 |
| Fire Equipment Reserve Fund Balance | 188,395.35 |
| Fire Building Reserve Fund Balance | 15,532.33 |

| | | | | | |
|-----------------------|-------------------|------------------------------|-----------------------|-------------------|-------------------|
| Pumper: | 125,872.00 | includes \$10,000 & interest | Pumper: | 145,872.00 | includes \$20,000 |
| Tanker: | 38,523.35 | | Tanker: | 38,523.35 | |
| Bunker Gear: | 13,000.00 | | Bunker Gear: | 0.00 | |
| Rapid Attack: | 11,000.00 | | Rapid Attack: | 0.00 | |
| | 188,395.35 | | | 184,395.35 | |
| Building: | 15,532.33 | | Building: | 15,532.33 | |
| Total ResFunds | 203,927.68 | | Total ResFunds | 199,927.68 | |