

HILTON UNION FIRE BOARD
Regular Meeting
MINUTES

June 18, 2025
7:00 p.m.

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

Secretary-Treasurer Sara Dinsdale

Absent: Janet Gordanier
Kelly Rathwell
Rod Wood

Call to order at 7:02 p.m.

Resolution #F2025-09
Moved: Mike Garside
Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT accepts the agenda of June 18, 2025, as presented. *CARRIED*

There were no declarations of pecuniary interest.

Delegation: Mr. Brad Neabel, Fire Protection Advisor, Field and Advisory Services, Office of the Fire Marshal

Mr. Neabel was welcomed by all. Topics for discussion included:

- a) Answering questions re the replacement of equipment and vehicles
- b) Discuss bunker gear replacement information
- c) Answering questions regarding training requirements

Questions were sent to Mr. Neabel in April 2025. Mr. Neabel’s response, included below, from April 8, 2025, was discussed:

“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.”

Mr. Neabel explained that even if bunker gear has barely been used, it still needs to be replaced at 10 years. As gear ages, the level of protection is not guaranteed. Mr. Neabel also explained that after the gear is exposed to the pollutants in a fire, that the gear should be decontaminated as the pollutants can remain on the gear if not treated. Mr. Neabel mentioned that many fire departments have a policy for treating gear, along with procedures, and that there are other local fire departments with a decontamination unit that will allow other fire departments use of it for a fee. Mr. Neabel also mentioned that in the past, neighbouring departments shared the purchase costs of decontamination unit using funds received from the Fire Protection Grant, and perhaps this is something that the Hilton Union Fire Department could look into with the next Protection Grant that is scheduled to be available for applications in July 2025.

A discussion took place regarding the pumper’s age and Asset Retirement Obligation. Fire Chief Robert Hope stated that although it has reached 30 years of age, it is still in great shape and asked Mr. Neabel if our Fire Department would be able to continue using it, or if it is a requirement to replace it. Mr. Neabel mentioned that many municipalities are in the same

HILTON UNION FIRE BOARD - Regular Meeting MINUTES – June 18, 2025

situation and perhaps a survey of pumper and fire vehicles' ages of the neighbouring townships could be conducted. Fire Chief Hope asked Mr. Neabel if replacing the pumper on the truck rather than the entire vehicle would suffice and Mr. Neabel said that may be a question for the insurance company as well as the technician performing the inspection.

Mr. Neabel discussed the training requirements. It was explained that most Fire Departments are doing in-house training and that the Hilton Union Fire Department should continue to do so. Municipalities are required to put a mandate of training requirements in place. The Fire Department is only obligated to provide the services in which they are trained for. If the department is not trained for Interior Attack, then they should only provide exterior attack services. If a new member joins the Fire Department and they have not completed all the training requirements, then they can only perform the duties within the scope of their training, and have three years to become certified.

Mr. Neabel asked if the Fire Board has any events planned that perhaps he would attend or participate in. Ms. Sarah Brown mentioned that there is a car show in July that the fire truck will be making an appearance at as well as community night.

Fire Chief Bob Hope mentioned that he can no longer access SharePoint where the monthly reporting is completed through. Mr. Neabel requested that Secretary-Treasurer Sara Dinsdale send him an email regarding it, and he would assist in retrieving access.

The Fire Board thanked Mr. Neabel for attending the meeting before he departed at 8:30 pm and the board entered into a break.

8:35 pm: The Fire Board returned from break.

Resolution #F2025-10

Moved: Dave Leask

Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does approve the minutes of the regular meeting of March 19, 2025. *CARRIED*

Resolution #F2025-11

Moved: Sarah Brown

Seconded: Dave Leask

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does approve the minutes of the special meeting of April 23, 2025. *CARRIED*

Fire Chief Updates:

Fire Chief Robert Hope gave an update on fire calls and volunteer status since the last meeting.

There were four (4) fire calls:

- 1) A tree had fallen across the power line on Hilton Road, near the General Store during a storm. The Fire Department secured the area while Algoma Power attended quickly to remove the tree from the powerline. Although the area was secured, a local rate payer ignored the danger zone and drove through.
- 2) There was a grass fire on Neal Drive. By the time the Fire Department arrived the fire was out. The Fire Department watered the area to cool it down and to make sure it would not re-ignite.
- 3) On the W Line, a tree fell on the power line. The Fire Department attended in order to secure the area and stand by in case it ignited. Algoma Power arrived quickly.
- 4) In the apartment building on South Street, there was something greasy on the element on the stove in the community centre that created an abundance of smoke. There was no danger or flames.

Fire Chief Hope explained that while attending the call on South Street Fire Department experienced some issues with how the residents reacted to the evacuation of the building. Some residents did not evacuate at all, and others that did evacuate, left their apartments locked, making it difficult for the Fire Department to verify they are safe. Someone at the ADSB has been contacted to set up a fire drill in the building as their fire response procedure needs updated and the residents require education on fire response. Fire Chief Hope plans to invite Fire Chief Rick Sirvio from the Jocelyn Fire Department as well as Fire Chief Duncan Rydall from the St. Joseph Township Fire Department.

There are currently 9 active volunteers.

Fire Chief Bob Hope and Fire Chief Duncan Rydall participated in a fire safety training event that took place with a church group of approximately 15 people. The training included a presentation regarding fire risks.

The Fire Board received the below report prepared by Secretary-Treasurer 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.

When board members referred to the topic of the replacement of the Tanker, they didn't think it was due to be replaced yet and asked where the retirement obligation date came from. Ms. Dinsdale noted that the information will be included in the next meeting for the Fire Board to review.

Fire Chief Hope disclosed that four (4) fire volunteers will need to take the First Aid/CPR Training.

The final adopted 2025 Fire Department Budget was reviewed. Part of the discussion included the purchase of a new pumper truck. Fire Chief Hope requested that he be able to enter into active bidding regarding the purchase of the replacement pumper.

Resolution #F2025-12

Moved: Mike Garside

Seconded: Sally Cohen

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE does agree that the Fire Chief can enter into active bidding regarding the purchase of a replacement pumper. *CARRIED*

HILTON UNION FIRE BOARD - Regular Meeting
MINUTES – June 18, 2025

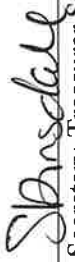
Resolution #F2025-13

Moved: Sarah Brown

Seconded: Dave Leask

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does adjourn at 9:40 p.m. and agree to meet again at the Hilton Township Municipal Office on Wednesday, September 17, 2025, or at the call of the Chair or by petition from majority members of the Board. *CARRIED*


Chairperson: Brian Delvechio


Secretary-Treasurer Sara Dinsdale