

Lucknow and District Fire Board Agenda

September 19, 2024

7:00 pm

Lucknow, ON

Board Members

Carl Sloetjes

Curtis Blake

Scott Gibson

Jim Hanna

Glen McNeil

Bill Vanstone

Staff

Jeff Bradley, Fire Chief

Jennifer White

Pages

1. Call to Order

A Meeting of the Lucknow and District Fire Board will be called to Order at 7:00 p.m. on September 19, 2024 at the Lucknow Fire Hall.

2. Disclosure of Pecuniary Interest

3. Adoption of Minutes

THAT the minutes of the Lucknow and District Fire Board of June 4, 2024 be adopted as presented.

4. Financial Reports

4.1 Financial Report – August 2024, LDFB-2024-09-06

THAT the Lucknow and District Fire Board receive for information Report LDFB-2024-09-06 prepared by Jeff Bradley, Fire Chief.

5. Staff Reports

5.1 Periodic Activities Report April to July 2024, LDFB-2024-09-05

That the Lucknow & District Fire Board hereby receives for information Report LDFB-2024-09-05 prepared by Jeff Bradley, Fire Chief

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6. Information

None noted.

7. New Business

Members of the Board have the opportunity to provide updates or request new business be added to the agenda.

8. Meeting Schedule

The next regularly scheduled meeting of the Lucknow and District Fire Board is December 19, 2024 at 7:00 p.m.

9. Adjournment

THAT the meeting adjourn at TIME

Lucknow and District Fire Board Minutes

Date: June 4, 2024
Time: 7:00 pm
Location: Lucknow, ON

Members Present Bill Vanstone, Chair
Scott Gibson
Jim Hanna
Glen McNeil
Carl Sloetjes

Members Absent Curtis Blake

Staff Present Jeff Bradley, Fire Chief
Jennifer White

1. Call to Order

The Secretary called the meeting to order at 7:00 p.m.

1.1 Election of the Chair

1.1.a Nomination for Chair Open

Motion No.: 06/04/24 LDFB - 01

Moved By Jim Hanna

Seconded By Scott Gibson

THAT Carl Sloetjes be nominated for the Chair position for 2024.

Carried

Motion No.: 06/04/24 LDFB - 02

Moved By Glen McNeil

Seconded By Jim Hanna

THAT nominations for the position of Chair be closed.

Carried

1.1.b Nominations for Chair Close

Carl Sloetjes accepted the nomination.

1.1.c Appointment of Chair

Motion No.: 06/04/24 LDFB - 03

Moved By Jim Hanna

Seconded By Glen McNeil

THAT Carl Sloetjes be appointed Chair of the Lucknow and District Fire Board for 2024.

Carried

2. Disclosure of Pecuniary Interest

None disclosed.

3. Adoption of Minutes

Motion No.: 06/04/24 LDFB - 04

Moved By Bill Vanstone

Seconded By Glen McNeil

THAT the minutes of the December 14, 2023 meeting of the Lucknow and District Fire Board be adopted as presented.

Carried

4. Financial Reports

4.1 Financial Report – 1st quarter 2024, LDFB-2024-05-03

Motion No.: 06/04/24 LDFB - 05

Moved By Jim Hanna

Seconded By Scott Gibson

THAT the Lucknow and District Fire Board receive for information Report LDFB-2024-05-03.

Carried

5. Staff Reports

5.1 Introduction of Fire Chief, LDFB-2024-05-04

The Fire Board welcomed the new Fire Chief, Jeff Bradley. The Fire Chief provided a verbal update on activities to date, including that District Chief interviews have been conducted and an announcement regarding this appointment is likely to come soon.

The Chief noted that attendance of firefighters at training will be an area of focus to ensure that training is being completed by all firefighters. Bradley also noted that the first month in the position has seen a higher than normal volume of fire calls.

Plans to introduce changes gradually.

The Board requested feedback on an emergency management exercise attended by the Fire Chief in Huron-County. Bradley discussed several recent exercises that they had been a part of in Huron-Kinloss, Huron County and a joint exercise with the Canadian Military. The Fire Chief stressed the importance of Emergency Preparedness to communities both at a municipal level, and a residential level. The Chief noted satisfaction with how mutual aid is being received and given.

Motion No.: 06/04/24 LDFB - 06

Moved By Jim Hanna

Seconded By Bill Vanstone

THAT the Lucknow and District Fire Board receive for information Report LDFB-2024-05-04.

Carried

5.2 Lucknow District Fire Department - Periodic Activities Report January-March 2024, LDFB-2024-05-02

Motion No.: 05/16/24 LDFB - 07

Moved By Scott Gibson

Seconded By Glen McNeil

That the Lucknow & District Fire Board hereby receives for information Report LDFB-2024-05-02 prepared by Jeff Bradley, Fire Chief.

Carried

6. Information

7. New Business

Board Members introduced the concept of lakeshore satellite facility that could house a smaller emergency rescue vehicle to determine interest from the entirety of the Board. Members cited that this had been introduced in a Fire Services Master Plan for the Township of Huron-Kinloss, and is suggested to provide coverage for calls along the lakeshore area. Members suggested looking at facility that could be located near Highway 86 and include shared services with Ashfield-Colborne-Wawanosh.

Board members noted that the Lucknow Fire Station had been built due to a "shovel ready" project being available when federal or provincial funding was made available. Members suggested that if drawings were in place and land could be donated, a project would be ready when funding becomes available.

The Board discussed the need for answers such as how would this be staffed, how would it be funded, where it would be located, coverage area, insurance impact, types of vehicles available, and any liability to firefighters responding before a full complement had arrived.

The Board questioned whether there would be erosion issues on slopes related to water application. The Fire Chief did not anticipate this to be an issue due to the existing structure sizes in the area, and the required water volume for erosion to occur.

The Fire Chief inquired whether the concerns noted in this area are mainly medical or fire related, and noted there is likely to be a staffing issue with development of another station in the Township. The Fire Chief would like to investigate with EMS the response times for this area, and how could this be improved before proceeding. The Fire Chief also provided information on the standards regarding number of firefighters required to be on scene for a structure fire, and identified that this could be an issue or minimize the impact of response times intended to having a satellite facility.

The Fire Chief noted that there is a strong commitment to volunteer training required, which usually means that although they may have qualifications through other agencies, not all people are willing to commit as required for fire department needs. The Fire Chief clarified that there are currently trained EMS in Point Clark who can respond to medical emergencies. The Chief cited concerns with having only one person respond to any call.

The Board discussed the types of information that they are looking for in future reports, including training and NFPA compliance statistics. The Board additionally requested the Fire Chief be pro-active in putting items for consideration before the board as required by the Department needs.

At the request of the board, the Fire Chief indicated that Decontamination of bunker gear would be on his request list. Decontamination removes carcinogenic materials, cancer causing agents.

The Fire Chief explained a decontamination procedure for bunker gear, and suggested an approximate cost of \$80,000 to set it up. This would involve two sets of gears for each firefighter. A separate room is ideal, but decontamination can be done without that.

The Board indicated support for outreach initiatives such as recent visits to the local public schools by firefighters with the trucks.

Motion No.: 06/04/24 LDFB - 08

Moved By Glen McNeil

Seconded By Jim Hanna

THAT Staff be directed to investigate issues related to response times in the lakeshore area and provide a report at the September LDFB meeting.

Carried

Motion No.: 06/04/24 LDFB - 09

Moved By Glen McNeil

Seconded By Jim Hanna

THAT the Fire Chief bring back a Report to the September Board meeting on budget implications related to decontamination of bunker gear measures and the purchase of two extractors and additional turn out gear.

Carried

8. Meeting Schedule

The Lucknow and District Fire Board meeting schedule has been set as follows;

Thursday September 19, 2024 7 pm,

Thursday December 19, 2024 7 pm.

9. Adjournment

Motion No.: 05/16/24 LDFB - 10

Moved By Bill Vanstone

Seconded By Scott Gibson

THAT the meeting adjourn at 8:00 p.m.

Carried

Chair

Secretary

DRAFT



Staff Report

Meeting: Lucknow and District Fire Board

Report Title: Financial Report – August 2024

Prepared By: Jeff Bradley, Fire Chief

Department: Fire & Emergency Services

Date: Sep. 19, 2024

Report Number: LDFB-2024-09-06

File Number: C05-LDFB 24

Attachments: Year to date financial and expenditure report

Recommendation:

THAT the Lucknow and District Fire Board receive for information Report LDFB-2024-09-06 prepared by Jeff Bradley, 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 a year to date financial and expenditures report for the Lucknow District Fire Department.

Discussion:

Additional purchase related updates are included in the Periodic Activities Report 2024-09-05.

Financial Impacts:

Operations remain within the projected budget.

Respectfully Submitted By:

Jeff Bradley, Fire Chief

Report Approved By:

Jodi MacArthur, Chief Administrative Officer

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2024 - From Period 1 To Period 8 Ending AUG 31,2024

Account	Description	Previous Year Total Actual	Budget	Current Year To Date Actual	Total Budget
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Fund: 01 GENERAL TOWNSHIP

Category: 2???

2020 * LUCKNOW DISTRICT FIRE STATION *****

Revenue

01-2020-3014	Fire Inspection Fees	295.00	0.00	35.00	0.00
01-2020-3015	Donations	2,500.00	0.00	15,000.00	0.00
01-2020-3020	Cost Recovery	14,814.13	0.00	6,326.07	0.00
01-2020-3030	Fire Calls - Ashfield-Colborne-Wawa	13,100.00	0.00	4,400.00	0.00
01-2020-3035	Fire Calls - Huron-Kinloss	14,600.00	0.00	6,000.00	0.00
01-2020-3040	Contributions - Ashfield-Colborne-Wawa	175,023.49	168,950.00	57,121.03	188,450.00
01-2020-3045	Contributions - Huron-Kinloss	175,023.49	168,950.00	57,121.03	188,450.00
01-2020-3050	Fire Safety Grant	0.00	0.00	0.00	0.00
01-2020-3060	Ministry of Transportation - Fire Calls	0.00	0.00	0.00	0.00
01-2020-3400	County of Bruce - Modified Response	5,000.00	5,000.00	0.00	5,000.00
01-2020-6040	Contributions - Ashfield-Colborne-Wawa	373,092.12	325,000.00	0.00	45,000.00
01-2020-6045	Contributions - Huron-Kinloss	373,092.11	325,000.00	0.00	45,000.00
Total Revenue		1,146,540.34	992,900.00	146,003.13	471,900.00

Expense

01-2020-0000	*** LUCKNOW DISTRICT FIRE STA	0.00	0.00	0.00	0.00
01-2020-7100	Salaries	207,681.97	200,000.00	31,308.81	200,000.00
01-2020-7200	Benefits	31,225.15	30,000.00	8,296.81	30,000.00
01-2020-7251	Administration Fee	2,500.00	2,500.00	2,500.00	2,500.00
01-2020-7254	Office Supplies	77.71	1,000.00	760.78	1,000.00
01-2020-7255	Public Education/Fire Safety	4,065.46	1,000.00	188.25	1,000.00
01-2020-7256	Computer Equipment - R&M - Servic	0.00	0.00	301.97	0.00
01-2020-7260	Telephone	2,217.88	2,000.00	1,322.86	2,000.00
01-2020-7261	Dispatch Services	9,625.33	22,000.00	34,672.94	22,000.00
01-2020-7262	Advertising	0.00	200.00	0.00	200.00
01-2020-7263	Gifts & Flowers	225.00	500.00	0.00	500.00
01-2020-7265	Association Memberships	412.38	1,000.00	1,387.38	1,000.00
01-2020-7266	Insurance	12,060.36	10,000.00	17,743.22	14,000.00
01-2020-7268	Audit	800.00	800.00	0.00	800.00
01-2020-7269	Radio Licences	647.94	800.00	676.44	800.00
01-2020-7270	Meetings - Registration	0.00	0.00	0.00	2,000.00
01-2020-7271	Meetings - Travel	737.65	500.00	218.10	0.00
01-2020-7272	Meetings - Meals	1,739.84	1,500.00	461.24	0.00
01-2020-7273	Professional Fees and Services	8,140.80	0.00	0.00	0.00
01-2020-7275	Medical Supplies	3,842.05	1,200.00	1,548.62	1,200.00
01-2020-7276	Small Tools	1,921.43	1,000.00	244.20	1,000.00
01-2020-7284	Hydrant Repairs & Maintenance	3,840.00	4,000.00	0.00	4,000.00
01-2020-7285	Depreciation Expense	115,723.17	0.00	0.00	0.00
01-2020-7292	Uniforms	432.72	0.00	415.13	500.00
01-2020-7305	Training - Registration	15,624.21	13,000.00	5,100.87	16,000.00
01-2020-7306	Training - Accomodations	618.06	0.00	0.00	0.00
01-2020-7307	Training - Supplies	1,528.43	0.00	232.73	0.00
01-2020-7308	Training - Meals	405.59	1,000.00	132.82	1,000.00
01-2020-7318	Utilities - Propane	7,207.80	6,000.00	4,934.84	6,000.00
01-2020-7320	Utilities - Hydro	3,263.25	3,000.00	1,872.81	3,000.00
01-2020-7321	Utilities - Water	720.00	700.00	735.00	700.00
01-2020-7322	Utilities - Sewage	525.00	500.00	550.00	500.00
01-2020-7323	Building - R&M - Services	7,399.75	3,000.00	7,464.52	3,000.00
01-2020-7324	Building - R&M - Supplies	6,378.03	3,000.00	439.97	3,000.00

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2024 - From Period 1 To Period 8 Ending AUG 31,2024

Account	Description	Previous Year Total		Current Year To Date	Total Budget
		Actual	Budget	Actual	
01-2020-7325	Building - Cleaning	1,200.00	1,200.00	700.00	1,200.00
01-2020-7326	Building - Snow Removal	3,285.01	5,000.00	3,107.79	5,000.00
01-2020-7351	Equipment - Certification	2,962.71	4,000.00	818.15	4,000.00
01-2020-7353	Vehicle - R&M - Supplies	13,043.09	1,500.00	400.86	1,500.00
01-2020-7354	Vehicle - R&M - Services	18,612.03	6,000.00	2,294.09	6,000.00
01-2020-7355	Vehicle - Diesel	7,338.38	5,000.00	2,666.46	5,000.00
01-2020-7356	Vehicle - Gas	152.67	1,500.00	447.12	1,500.00
01-2020-7357	Equipment - R&M - Services	8,829.73	3,500.00	4,659.95	35,000.00
01-2020-7358	Equipment - R&M - Supplies	9,068.71	5,000.00	3,464.27	5,000.00
01-2020-8010	Equipment	3,544.98	50,000.00	59,901.75	90,000.00
01-2020-8020	Apparatus Replacement	0.00	600,000.00	0.00	0.00
01-2020-8025	Computer Equipment	0.00	0.00	1,874.22	0.00
Total Expense		519,624.27	992,900.00	203,844.97	471,900.00
Dept Excess Revenue Over (Under) Expenditures		626,916.07	0.00	(57,841.84)	0.00
Category Excess Revenue Over (Under) Expenditures		626,916.07	0.00	(57,841.84)	0.00

General Ledger

Annual Department Budget vs. Actual Comparison Report Fiscal Year Ending: DEC 31,2024 - From Period 1 To Period 8 Ending AUG 31,2024

Account	Description	Previous Year Total Actual	Budget	Current Year To Date Actual	Total Budget
REPORT SUMMARY					
01-2020	*** LUCKNOW DISTRICT FIRE STATION ***	1,146,540.34	992,900.00	146,003.13	471,900.00
Fund 01 Total Revenue		1,146,540.34	992,900.00	146,003.13	471,900.00
01-2020	*** LUCKNOW DISTRICT FIRE STATION ***	519,624.27	992,900.00	203,844.97	471,900.00
Fund 01 Total Expenditure		519,624.27	992,900.00	203,844.97	471,900.00
Fund 01 Excess Revenue Over (Under) Expenditures		626,916.07	0.00	(57,841.84)	0.00
Report Total Revenue		1,146,540.34	992,900.00	146,003.13	471,900.00
Report Total Expenditure		519,624.27	992,900.00	203,844.97	471,900.00
Report Excess Revenue Over (Under) Expenditures		626,916.07	0.00	(57,841.84)	0.00



Committee Report

Meeting: Lucknow and District Fire Board

Report Title: Periodic Activities Report April to July 2024

Prepared By: Jeff Bradley, Fire Chief

Date: Sep. 19, 2024

Report Number: LDFB-2024-09-05

File Number: C05 LDFB 24

Attachments: None

Recommendation:

That the Lucknow & District Fire Board hereby receives for information Report LDFB-2024-09-05 prepared by Jeff Bradley, Fire Chief

Background:

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

1. All general administrative tasks with the day-to-day operations of the Fire Department for the reporting period have been completed.
2. The activities since the last report was submitted for the Lucknow & District Fire Department are detailed below.

Discussion:

1. Emergency Response Incidents:

HURON-KINLOSS

Incident #	Date:	Incident Type:
16-24-0036	2024-04-02	Power Lines Down, Arcing
16-24-0035	2024-04-02	Vehicle Collision
16-24-0038	2024-04-03	Medical
16-24-0037	2024-04-03	Medical
16-24-0040	2024-04-04	Burn Complaint
16-24-0046	2024-04-12	Fire Alarm
16-24-0045	2024-04-12	Other Public Hazard

15-24-0044	2024-04-12	Medical
16-24-0043	2024-04-12	Medical
16-24-0049	2024-05-15	Fire Alarm
16-24-0048	2024-05-15	Vehicle Collision
16-24-0050	2024-04-18	Medical
16-24-0053	2024-04-27	Vehicle Collision
16-24-0055	2024-04-29	Medical
16-24-0056	2024-05-12	Medical
16-24-0057	2024-05-13	Medical
16-24-0059	2024-05-14	Medical
16-24-0058	2024-05-14	Fire Alarm
16-24-0061	2024-05-15	Medical
16-24-0064	2024-05-24	Automatic Aid Fire
16-24-0066	2024-05-25	Medical
16-24-0067	2024-05-27	Fire Alarm
16-24-0070	2024-06-04	Medical
16-24-0071	2024-06-06	Fire
16-24-0074	2024-06-18	Medical

ASHFIELD – COLBORNE - WAWANOSH

Incident #	Date:	Incident Type:
16-24-0039	2024-04-04	Fire
16-24-0041	2024-04-06	CO
16-24-0042	2024-04-11	Power Lines Down, Arcing
16-24-0047	2024-04-14	Fire
16-24-0051	2024-04-20	Fire
16-24-0052	2024-04-21	Medical
16-24-0054	2024-04-27	Fire
16-24-0060	2024-05-14	Medical
16-24-0062	2024-05-20	Power Lines Down, Arcing
16-24-0063	2024-05-22	Medical
16-24-0065	2024-05-25	Medical
16-24-0068	2024-05-27	Fire
16-24-0069	2024-06-02	Medical
16-24-0072	2024-06-07	Fire
16-24-0073	2024-06-17	Medical
16-24-0073	2024-06-24	Fire Alarm
16-24-0077	2024-06-30	Vehicle Collision
16-24-0076	2024-06-30	Medical

2. Fire Department Training Sessions:

Session Type:	Totals:
General/Officer Meetings	3
Fire Practice	7
Emergency Training Course (NFPA)	4
Additional Training Course – CISM	2
General Apparatus/Equipment Inspections	4

3. Non-Emergency Activities:

Activity Type:	Totals:
Fire Inspections (Incl. Burn Complaints)	3
Fire Investigations	1
Fire Safety Plan Reviews	2
Pre-Incident Planning	1
Public Education Delivery - Media	11
Public Education Delivery – In Person	5
Fire Prevention/Smoke/CO Program	1
JHSC – Monthly Inspection	4
JHSC - Meeting	1

Additional activity:

- Steve Bushell has been appointed as District Chief for the Lucknow station.
- Lakeshore Fire Station under review as per the Huron-Kinloss strategic plan. On going data collection and report at a later date.
- Lucknow Music In the Fields (LMITF) Emergency services was involved in Food truck inspection, emergency planning, fire code enforcement and emergency response 2 Medical 1 CO call
- Smoke alarm and CO awareness signage purchased and displayed at LMITF weekend and will be moved around in the community for ongoing education
- Applying for Fire Protection Grant 2024-2025 cancer prevention and decontamination project
- Lucknow station received grant money from Power Workers Union (PWU) This will be used to purchase 14 new self-contained breathing apparatus masks. This will benefit the transition to the 5 new SCBA packs that were purchased in March of 2024 and the completion of the transition in 2025

Financial Impacts:

These activities are covered within the operating budget, or costs are covered by grant opportunities as noted in the report.

Respectfully Submitted By:

Jeff Bradley, Fire Chief

Report Approved By:

Jodi MacArthur, Chief Administrative Officer