

Lucknow and District Fire Board Agenda

March 11, 2025

7:00 pm

Electronic Meeting

Board Members

Bill Vanstone

Curtis Blake

Scott Gibson

Jim Hanna

Glen McNeil

Carl Sloetjes

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 March 11, 2025 electronically.

1.1 Election of the Chair

As per the Joint Service Agreement Schedule 'A', Appendix 'E' (f), the Lucknow and District Fire Board shall, at the beginning of the year, appoint a Chairperson on a rotating basis. Odd years will be Ashfield-Colborne-Wawanosh and even years will be Huron-Kinloss.

1.1.a Nomination for Chair Open

Board members to nominate a member from Ashfield-Colborne-Wawanosh to the position of Chair.

1.1.b Nominations for Chair Close

A list of nominations will be compiled with nominees accepting or rejecting their nomination.

1.1.c Appointment of Chair

2. Disclosure of Pecuniary Interest

3. Adoption of Minutes

1

That the minutes of the December 19, 2024 meeting of the Lucknow and District Fire Board be adopted as presented.

4. Financial Reports

Fire Chief to provide a verbal update.

5. Staff Reports

5.1 2024 Annual Report

5

The 2024 Annual Report has been provided for information to the Board.

5.2 Lucknow and District Fire Board Periodic Activities Report, LDFB-2025-01

17

That the Lucknow & District Fire Board hereby receives for information Report LDFB-2025-03-11 prepared by Jeff Bradley, Fire Chief.

6. Information

THAT the Lucknow and District Fire Board receive all items listed in Section 6.

7. New Business

Board members or staff may introduce items not circulated with the agenda and which due to their nature can not be properly presented at a subsequent meeting regarding matters that may be appropriate for staff comment in the form of the immediate response or follow-up.

8. Meeting Schedule

9. Adjournment

THAT the meeting adjourn at TIME

Lucknow and District Fire Board Minutes

Date: December 19, 2024

Time: 7:00 pm

Location: Lucknow, ON

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

Staff Present Jeff Bradley, Fire Chief
Jennifer White
Jodi MacArthur

1. Call to Order

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

2. Disclosure of Pecuniary Interest

None disclosed.

3. Adoption of Minutes

Motion No.: 12/19/24 LDFB - 01

Moved By Glen McNeil

Seconded By Jim Hanna

That the minutes of the Lucknow and District Fire Board meeting of September 19, 2024 be adopted as presented.

Carried

4. Closed Session

Motion No.: 12/19/24 LDFB - 02

Moved By Bill Vanstone

Seconded By Scott Gibson

THAT the Lucknow and District Fire Board move into closed meeting at 7:00 p.m. for the purpose of considering:

1) personal matters about an identifiable individual, including municipal or local board employees (Fire Chief Wages);

2) personal matters about an identifiable individual, including municipal or local board employees (personnel)

pursuant to Section 239 (2) of the Municipal Act, 2001 as amended;

AND FURTHER THAT the Lucknow and District Fire Board return to regular open meeting upon completion.

Carried

5. Matters Arising from Closed Session

The Chair reported that a closed meeting had been held and information was received on two matters.

6. Financial Reports

6.1 Financial Report Year to Date 2024, LDFB-2024-12-07

Motion No.: 12/19/24 LDFB - 03

Moved By Scott Gibson

Seconded By Glen McNeil

THAT the Lucknow and District Fire Board receive for information Report LDFB-2024-12-07.

Carried

7. Staff Reports

7.1 Lucknow and District Fire Board Periodic Activities Report - December, LDFB-2024-12-08

Motion No.: 12/19/24 LDFB - 04

Moved By Curtis Blake

Seconded By Bill Vanstone

That the Lucknow & District Fire Board hereby receives for information Report LDFB-2024-12-08 prepared by Jeff Bradley, Fire Chief.

Carried

7.2 Budget Estimates 2025, LDFB-2024-12-09

Motion No.: 12/19/24 LDFB - 05

Moved By Jim Hanna

Seconded By Scott Gibson

THAT the Lucknow & District Fire Board hereby approves Report LDFD-2024-12-09 prepared by Jeff Bradley, Fire Chief;

AND FURTHER approves the proposed Lucknow Fire Board budget, confirming that it fulfills the requirements of the Joint Fire Services Agreement Section 4(a);

AND FURTHER recommends approval of the proposed Budget by each respective Council.

Carried

8. Information

None.

9. New Business

None noted.

10. Meeting Schedule

The Board discussed the 2025 meeting schedule. The Fire Board Rules of Procedure state:

The Lucknow and District Fire Board will meet quarterly or at the call of the Chair. The annual schedule of its regular meetings shall be on the fourth Thursday of the following months: January, May, September, December.

For 2025, those dates would be January 23, 2025; May 22, 2025; September 26, 2025; and December 25, 2025.

The committee discussed the requirements for meeting dates, and whether the January and December meetings, should proceed as scheduled.

Motion No.: 12/19/24 LDFB -06

Moved By Glen McNeil
Seconded By Jim Hanna

THAT the Board approve an amendment to the meeting schedule to permit the December meeting to be held on December 19, 2025.

Carried

11. Adjournment

Motion No.: 12/19/24 LDFB - 07

Moved By Bill Vanstone
Seconded By Curtis Blake

THAT the meeting adjourn at 7:24 p.m.

Carried

Chair

Secretary



Lucknow and District Fire and Emergency Services 2024 Annual Report



FIRE DEPARTMENT MISSION, VISION and VALUES

Mission Statement

Our core mission is to safeguard the lives, health, and property of our communities by upholding the principles of fire protection through three key strategies: public education and fire prevention, enforcing fire safety standards, and providing prompt and effective emergency response and fire suppression.

Vision

To be a progressive organization recognized and respected by the community for delivering exceptional services and staying at the forefront of innovation in our field.

Values

Our commitment to the community is built on the foundation of leadership and teamwork, guided by the following core values:

- Respect for the individual
- Safety for everyone
- Professionalism
- Competent
- Commitment
- Accountability
- Efficiency
- Integrity
- Innovation
- Compassion

February 28, 2025

Members of the Lucknow and District Fire Board,

As we reflect on 2024, I am incredibly proud of the commitment and hard work demonstrated by our Fire Services and Emergency Management teams. Their dedication has been integral to the many accomplishments we've achieved this year.

Providing Emergency Services to the residents and visitors of Lucknow & District is an ever evolving and growing challenge. Our staff have continually adapted to these changes, often working long hours and tirelessly planning to meet the community's needs. This report outlines the significant milestones reached in 2024, including call volumes, public education efforts, fire prevention initiatives, professional development, emergency management, and other key achievements.

Key Achievements in 2024

- Lucknow new SCBA inventory with plans to complete in 2026
- Staffing changes including new Fire Chief, District Chief, District Deputy Chief and promotions of Captains and Training officers.
- Increased planning and presence at local special events.


We are dedicated to offering prompt, professional, and compassionate service to our communities. Our firefighters, emergency management staff, and community partners are well-trained and equipped to respond effectively.

Responding to the needs of our community during critical moments is something we take very seriously. I believe our high level of service reflects this commitment. It is both an honor and privilege to represent and lead our departments, one that continually goes above and beyond to exceed the expectations of our residents.


Respectfully Submitted,

Jeff Bradley
Fire Chief
Township of Huron-Kinloss
Fire and Emergency Service


2024 EMERGENCY RESPONSES – LUCKNOW & DISTRICT FIRE DEPARTMENT

	LUCKNOW & DISTRICT FIRE DEPARTMENT FIRE STATION # 16-0 725 CAMPBELL ST, LUCKNOW, ON	
STRUCTURE FIRE		4
VEHICLE FIRE		9
OUTDOOR FIRE (Fields, Brush, Grass, Open Air etc.)		7
MOTOR VEHICLE COLLISIONS/EXTRICATION		17
MEDICAL ASSIST		78
TECHNICAL RESCUE (Awareness Level/Tech. Support)		0
PUBLIC HAZARD – CARBON MONOXIDE		3
PUBLIC HAZARD – UTILITIES (electricity, gas, propane)		8
GENERAL FIRE/SMOKE ALARMS (Incl. False Alarms)		23
HAZMAT SPILL RESPONSE		0
MUTUAL AID/ASSIST POLICE		9
TOTAL EMERGENCY RESPONSES		<u>158</u>
TOTAL EMERGENCY RESPONSE HOURS		<u>180</u>

2024 OTHER STATISTICAL INFORMATION

	LUCKNOW & DISTRICT FIRE & EMERGENCY SERVICES	
AVERAGE RESPONSE TIME - LDFD		13:37 min
AVERAGE NUMBER OF RESPONDERS PER CALL - LDFD		6
AVERAGE TIME LENGTH PER RESPONSE - LDFD		1 hr 9 min
DOLLAR LOSS DUE TO FIRE – LDFD RESPONSE AREA		\$662,500

2024 MUTUAL & AUTOMATIC AID PROVIDED

	LUCKNOW & DISTRICT FIRE & EMERGENCY SERVICES	
TOWNSHIP OF NORTH HURON		3
TOWN OF GODERICH		1
MUNICIPALITY OF KINCARDINE		2
MUNICIPALITY OF SOUTH BRUCE		0
RIPLEY STN to LUCKNOW STN		7
LUCKNOW STN to RIPLEY STN		5



2024 FIRE DEPARTMENT TRAINING

2024 Fire Department Training Overview

The year 2024 was a highly productive one for our Fire Department Training. Our Officers showcased exceptional commitment to nurturing the development of our newest firefighters to a certification level, while also ensuring that our experienced members were continuously engaged through an in-depth and diverse training program. This program focused on enhancing both local response capabilities and compliance with legislative requirements.

Throughout the year, we covered a wide array of critical training topics, including fire suppression, search and rescue, firefighter self-rescue, rapid intervention, incident command, vehicle extrication tools, emergency medical response and patient care, hazardous materials handling, radio communications, and occupational health and safety. These topics were delivered through a blend of classroom instruction, hands-on skills practice, and realistic scenario-based exercises, with additional opportunities for advanced training at Regional Training Centres.

Our training programs are aligned with the National Fire Protection Association (NFPA) Standards, ensuring that all training complies with the highest industry standards.


In line with our ongoing commitment to excellence, Huron-Kinloss Fire and Emergency Services has long required all personnel to achieve NFPA certifications. This was further reinforced in 2022 with the implementation of the Firefighter Certification Regulation (Ontario Regulation 343/22), which mandates that all fire service personnel acquire and maintain the required NFPA Professional Qualifications for their roles.

Additionally, the Lucknow & District Dept continues to make full use of its Fire Training Facility, providing a dedicated space for live fire training exercises. This facility plays a crucial role in helping our team maintain the skills and certifications necessary to meet NFPA standards and ensure the highest level of preparedness.

FIRE TRAINING FACILITY



2024 TRAINING SESSION STATISTICS

	LUCKNOW & DISTRICT FIRE DEPARTMENT	
TOTAL FIRE PRACTICE SESSIONS		21
TOTAL EMERGENCY TRAINING SESSIONS		13
TOTAL SESSION HOURS		786
TOTAL STAFF HOURS		1821

2024 FIRE PREVENTION AND PUBLIC EDUCATION

In accordance with the Fire Protection and Prevention Act, 1997 (FPPA), all municipalities in Ontario are required to establish a program focused on public education related to fire safety. The goal of public fire and life safety education is to raise awareness about fire prevention, thereby reducing the loss of life and property within the community.

Lucknow District fire dept delivers life-saving fire safety messages to the community through various public education programs and activities. These initiatives are designed to address the fire risks identified in the community risk assessment, which considers factors such as past fire incidents, the local building stock, and the demographic makeup of the municipality. We also collaborate with numerous community organizations and groups to lead public fire safety education efforts.

In 2024, in-person attendance at community events and public education sessions remained strong, with the Fire Department continuing to meet the evolving needs of the community. We have expanded our outreach through the Township's website and social media platforms, regularly sharing important information about smoke alarms, carbon monoxide alarms, home escape planning, and general fire safety, as well as emergency management and community well-being topics.

Furthermore, the Lucknow District Fire Dept has an up-to-date Fire Prevention Program Policy, which includes detailed guidelines on smoke and carbon monoxide alarm programs. It is the policy of Huron-Kinloss Fire and Emergency Services that no home will be left unprotected. Whenever the Fire Department responds to a residential call, except for medical emergencies, a Smoke and CO Alarm inspection is conducted. If a smoke or CO alarm is found to be missing or non-functional, the Fire Department will replace it with a fully operational alarm to ensure the safety of the residents.



2024 PUBLIC EDUCATION STATISITCAL REPORT

SESSION TYPE	AMOUNT
HK Facebook	106
HK Connects	4
Presentation	7
Open House	2
Special Events	5
Fire Station Tour	4
School Visits	4

SESSION SUBJECTS	AMOUNT
Home Escape Planning	2
Carbon Monoxide Safety	6
Smoke and CO Alarms Combined	24
Fire Safety Planning	1
General Fire & Life Safety	25
Christmas Fire Safety	12
Emergency Management	44
Child Specific Life Safety	2
BBQ Fire Safety	1
Open Air Burning	6

FIRE PREVENTION WEEK 2024

Fire Prevention Week (FPW) 2024 saw the continuation of our popular in-person Fire Station open houses. Both events saw strong community participation, with approximately 150 people attending the Ripley event and 225 people attending the Lucknow event.

FPW 2024 took place from Sunday, October 6th to Saturday, October 12th, with the theme for the year being **"Smoke Alarms Make Them **WORK** For You."** This theme aimed to raise awareness about the importance of ensuring that smoke alarms are properly installed and maintained in every home.


Fire is a serious threat, both locally and nationally, and homes remain the most common location for fires to occur.





2024 FIRE INSPECTIONS & INVESTIGATIONS

The Lucknow & District Fire Prevention Program Policy ensures that fire inspections are conducted either upon request or in response to complaints. In 2024, our Fire Department completed a series of inspections and investigations to maintain safety standards and address any concerns within the community. Below is a summary of the inspections and investigations carried out throughout the year

	FIRE & EMERGENCY SERVICES INSPECTIONS & INVESTIGATIONS	
INSPECTIONS - ANNUAL		9
INSPECTIONS - REQUEST		1
INSPECTIONS – COMPLAINT/SAFETY CONCERN		4
OCCUPANT LOAD – LIQUOR LICENCE		0
REFRESHMENT VEHICLE – SPECIAL EVENTS		1
FIRE INVESTIGATION (FD Investigated)		6
FIRE INVESTIGATION (OFMEM Investigated)		1
TOTAL INSPECTIONS & INVESTIGATIONS		22

VISION 2025

Building on Our Mission, Vision, and Values

Guided by the Mission, Vision, and Values the Fire Chief, Emergency Services and the dedicated members of the Fire Department remain committed to achieving excellence in service delivery within the Township of Huron-Kinloss and partnering municipalities.

Our service delivery targets include:

- A fire department where members are effective, empowered, and enthusiastic
- Recognition as a regional leader in fire service training
- Strong community support and engagement
- Comprehensive training in both basic and specialized firefighting skills
- Ongoing firefighter certification compliance
- Consistent dependability, capability, and responsiveness to community needs
- A unified, functional organizational structure
- Well-designed, appropriately located facilities
- Adequate staffing to meet service demands safely and effectively
- Progressive public education initiatives
- Utilization of a technically advanced communications center
- A reliable and progressive records management system
- A consistent and fair approach to fire safety inspections and enforcement

Closing Remarks

2024 has been a year of significant achievement for our Emergency Services. We faced a range of challenges, each providing an opportunity for us to rise to the occasion and continue delivering high-quality fire and emergency services to our residents and visitors.

We appreciate your time in reviewing the annual report. As an organization and service provider, we deeply value the ongoing support from the Council, Fire Board, Administration, Township Staff, and our emergency response partners. Thank you for your continued trust and collaboration.

Committee Report

Meeting: Lucknow and District Fire Board

Report Title: Lucknow and District Fire Board Periodic Activities Report

Prepared By: Jeff Bradley, Fire Chief

Date: Mar. 11, 2025

Report Number: LDFB-2025-01

File Number:

Attachments: Lucknow & District Year End Report 2024

Recommendation:

That the Lucknow & District Fire Board hereby receives for information Report LDFB-2025-03-11 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.
3. At present Staff are reviewing certifications to ensure that all remaining members of the Lucknow District Station have completed their NFPA Firefighter 1 and 2 certification examinations and assessments.
4. Projects/Activities completed since last report was submitted for the Lucknow & District Fire Department are detailed below.

Discussion:

1. Emergency Response Incidents:

ASHFIELD-COLBORNE-WAWANOSH

Call #	Date	Response Type	Location
16-25-0023	2025-02-26	Medical	ACW
16-25-0013	2025-02-02	Vehicle Extrication	ACW
16-25-0009	2025-01-26	Medical	ACW
16-25-0006	2025-01-20	Vehicle Collision	ACW
16-25-0005	2025-01-17	Fire	ACW
16-25-0004	2025-01-13	CO false alarm - perceived emergency (no CO present)	ACW
16-24-0158	2024-12-23	Power Lines Down, Arcing	ACW
16-24-0156	2024-12-21	Medical	ACW
16-24-0154	2024-12-13	Other pre fire conditions (no fire)	ACW
16-24-0152	2024-12-12	Other pre fire conditions (no fire)	ACW
16-24-0151	2024-12-11	Vehicle Collision	ACW
16-24-0150	2024-12-10	Medical	ACW

HURON-KINLOSS

Call #	Date	Response Type	Location
16-25-0025	2025-02-27	Other pre fire conditions (no fire)	HURON-KINLOSS
16-25-0024	2025-02-26	Fire	HURON-KINLOSS
16-25-0022	2025-02-20	Vehicle Collision	HURON-KINLOSS
16-25-0021	2025-02-20	Medical	HURON-KINLOSS
16-25-0020	2025-02-19	Medical	HURON-KINLOSS
16-25-0019	2025-02-18	Vehicle Collision	HURON-KINLOSS
16-25-0018	2025-02-17	Vehicle Collision	HURON-KINLOSS
16-25-0017	2025-02-16	Vital signs absent, DOA	HURON-KINLOSS
16-25-0016	2025-02-16	Medical	HURON-KINLOSS
16-25-0015	2025-02-15	Medical	HURON-KINLOSS
16-25-0014	2025-02-14	CO incident, CO present	HURON-KINLOSS
16-25-0012	2025-01-31	Medical	HURON-KINLOSS
16-25-0011	2025-01-29	Medical	HURON-KINLOSS
16-25-0010	2025-01-28	Medical	HURON-KINLOSS
16-25-0007	2025-01-25	Assisting Other FD: Automatic Aid	HURON-KINLOSS
16-25-0008	2025-01-25	Vehicle Collision	HURON-KINLOSS
16-25-0003	2025-01-12	Medical	HURON-KINLOSS
16-25-0002	2025-01-03	Vehicle Collision	HURON-KINLOSS
16-25-0001	2025-01-02	Medical	HURON-KINLOSS
16-24-0159	2024-12-30	Medical	HURON-KINLOSS
16-24-0157	2024-12-21	Other Rescue	HURON-KINLOSS
16-24-0155	2024-12-17	Medical	HURON-KINLOSS
16-24-0153	2024-12-13	Assisting Other FD: Mutual Aid	HURON

Session Type:	Totals:
General/Officer Meetings	3
Fire Practice	5
Emergency Training Course (NFPA)	2
Recruit Firefighter Training	1
General Apparatus/Equipment Inspections	5

3.Non-Emergency Activities:

Activity Type:	Totals:
Fire Inspections (Incl. Burn Complaints)	2
Fire Investigations	1
Open Air Burn By-law Investigation	2
Fire Permits Issued	6
Fire Prevention Activity/Plan Review	2
Pre-Incident Planning Activity	1
Public Education Delivery	0
Smoke/CO Program Activity	5
Community Event Participation	0
JHSC – Monthly Facility Inspection	4

Additional information:

- Lucknow & District station had a successful recruitment open house and recruitment media campaign resulting in nine applications.
- 2025 HK budget was presented in February waiting on approval at council meeting March 17th
- Kenny Gregory, Graham Finlay and Brayden Smyth have been accepted the positions of Fire Captain for the Lucknow & District fire department effective March 1, 2025. All three firefighters bring training, knowledge and experience to this position to lead and mentor firefighters through an evolving challenge of the fire service.
- Kayla Geddes and Tyler Murray have accepted the position as Training Officers for the Lucknow & District fire department, effective March 1, 2025. Both firefighters bring dedication, integrity and fire service passion to this position to lead and mentor firefighters through an evolving challenge of the fire service.

Financial Impacts: None

Respectfully Submitted By: Jeff Bradley, Fire Chief

Report Approved By: Jodi MacArthur, Chief Administrative Officer