



Inter Township Fire Department Joint Board of Management Agenda

January 14, 2025, 2:00 p.m.

Council Chambers
Township Administration Offices
177964 Grey Road 18, RR#3, Owen Sound ON N4K 5N5
Council Chambers are open to the public. To watch this meeting virtually, visit the [Township of Georgian Bluffs' Council YouTube Channel](#)

This document can be made available in other accessible formats or with communications supports as soon as practicable and upon request.

Pages

1. **Call to Order**

2. **Land Acknowledgement Statement**

In the spirit of reconciliation, we acknowledge with respect, the history, spirituality, and culture of the Anishinaabek: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nation, who have inhabited this land from time immemorial. And further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, now known as the Saugeen Ojibway Nation, as the traditional keepers of this land. We also recognize, the Metis and Inuit whose ancestors shared this land and these waters. May we all, as Treaty People, live with respect on this land, and live-in peace and friendship with all its diverse peoples.

3. **Approval of Agenda/Additions to the Agenda**

Recommendation:

That the agenda be approved as presented.

4. **Declaration of Pecuniary Interest**

5. **Minutes of Previous Meetings**

Recommendation:

That the minutes of the Inter Township Joint Board of Management meeting held on November 13, 2024, be adopted.

6. Delegations/Public Question Period

6.1 Presentations

Any person who wishes to make a presentation to the Board must register with the Clerk at least seven (7) days in advance of the scheduled meeting. To register you can:

1. Complete the online delegation form:
www.georgianbluffs.ca/delegations ; or
2. Call the Clerk's Office at 519-376-2729 ext. 602.

6.1.1 Intact Public Entities - Annual Insurance Renewal

6.2 Delegations on Agenda Items

Any person who wishes to appear before the Board regarding an item on the agenda must register with the Clerk's Office. To register, you can:

1. Complete the online delegation form:
www.georgianbluffs.ca/delegations.
2. Call the Clerk's Office at 519-376-2729 ext. 602; or
3. Register in Council Chambers with the Clerk prior to the meeting start time (2:00 p.m.).

7. Correspondence

None.

8. Staff Reports

8.1 Fire Chief

8.1.1 ITFD2025-01 - 2024 Q4 Report

Recommendation:

That report ITFD2025-01 be received for information.

8.2 Treasurer

Recommendation:

That staff report COR2025-01 be received for information.

9. Unfinished Business

None.

10. New Business

None.

11. Board Inquiries and Comments

12. Closed Session

None.

13. Date of Next Regular Meeting/Adjournment

April 15, 2025, at 5:00 p.m.



Inter Township Fire Department Joint Board of Management Minutes

**November 13, 2024, 2:00 p.m.
Council Chambers
Township Administration Offices
177964 Grey Road 18, RR#3, Owen Sound ON N4K 5N5**

Members Present: Chair Sue Carleton, Township of Georgian Bluffs
Member Grant Pringle, Township of Georgian Bluffs
Member Rick Winters, Township of Georgian Bluffs
Member Shirley Keaveney, Municipality of Meaford
Member Steve Bartley, Municipality of Meaford
Member Ronald Robb, Community Appointee

Members Absent: Member William Plagenz, Community Appointee

Staff Present: Jeff Gautreau, Fire Chief, Township of Georgian Bluffs
Andy Redmond, Deputy Chief, Township of Georgian Bluffs
Courtney Allen, Fire Chief, Municipality of Meaford
Niall Loblely, Chief Administrative Officer
Brittany Drury, Deputy CAO/Director of Corporate Services
Carly Craig, Manager of Legislative Services/Clerk
Rayburn Murray, Deputy Clerk
Jodi Ward, Legislative Services Coordinator

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1. Call to Order

Chair Sue Carleton called the meeting to order at 2:00 p.m.

2. Land Acknowledgement Statement

Chair Sue Carleton opened the meeting with the land acknowledgement statement.

3. Approval of Agenda/Additions to the Agenda

Moved By: Member Ronald Robb
Seconded By: Member Shirley Keaveney

That the agenda be approved as presented.

Approved

4. Declaration of Pecuniary Interest

None.

5. Minutes of Previous Meetings

5.1 October 15, 2024

Moved By: Councillor Rick Winters
Seconded By: Deputy Mayor Grant Pringle

That the minutes of the Inter Township Joint Board of Management meeting held on October 15, 2024, be adopted.

Approved

6. Delegations/Public Question Period

6.1 Items On The Agenda

None.

6.2 Items Not On The Agenda

None.

7. Correspondence

None.

8. Staff Reports

8.1 2025 Draft Inter Township Fire Department Budget

1. Draft Budget Presentation
2. Appendix "A" - 10-Year Capital Plan
3. 2025 Budget Request - High Angle Equipment

4. 2025 Budget Request - Washroom Renovations

The Treasurer presented the [2025 Draft Inter Township Joint Board of Management Budget](#). She provided an overview of the 2024 calls and length breakdown, budget based on administration, volunteers, communications, staff safety, fire hall, fleet, and capital.

Questions and comments from the Board included:

- Confirmation that COLA increases are in line with Union Agreement
- Concern for increasing auditing fees
- Consideration for using an app for member availability for calls

The Treasurer further reviewed the [10 Year Capital Plan](#).

Staff responded to the Board and noted that a building needs assessment will further outline the needs to assist for future budgeting.

Moved By: Member Shirley Keaveney

Seconded By: Member Steve Bartley

That the draft 2025 Inter Township Joint Board of Management Budget be endorsed; and

That staff be directed to apply for grant opportunities when they become available for the purchase of updated specialized rescue equipment, updated RTV rescue equipment, and internal and public training materials, or other grant-eligible projects that have no impact on the budget as approved; and

That it be forwarded to both ownership Councils for review and approval.

Approved

9. Unfinished Business

None.

10. New Business

None.

11. Board Inquiries and Comments

None.

12. Closed Session

None.

13. Date of Next Regular Meeting/Adjournment

Tuesday, January 14, 2025, at 5:00 p.m.

Moved By: Member Grant Pringle

Seconded By: Member Shirley Keaveney

That the meeting be adjourned at 2:45 p.m.

Approved

Mayor, Sue Carleton

Board Secretary, Carly Craig



Date: Tuesday, January 14, 2025

From: Jeff Gautreau, Fire chief

Subject: 2024 Q4 Report

Report: ITFD2025-01

This document and its attachments are public and available in an accessible format upon request.

Recommendation

That report ITFD2025-01 be received for information.

Background/Analysis

During the fourth quarter of 2024, the Inter Township Fire Department (ITFD) responded to 68 calls for service, a decrease of 13 calls for service in 2023. In 2024 overall, ITFD responded to a total of 318 calls, an increase of 7 total calls from 2023. Staff note that although call volume in Q4 decreased by almost 17% when compared to Q4 2023, call volume increased by over 3% in 2024 overall.

In Q4, ITFD Firefighters were very active. On Halloween (October 31st), they visited trick-or-treaters in Georgian Bluffs and Sydenham townships. In November, they joined the Owen Sound Santa Claus Parade, participated in the Winter Sparkle and Skate Event, and took part in Jingle & Mingle in Shallow Lake, where they showcased their fire trucks and engaged with the community. The firefighters also worked hard on the annual Toy Drive, which was successful thanks to strong community support. The ITFD extends a special thanks to various local businesses for hosting Toy Drive boxes and contributing to the program's continued success.

Training

ITFD firefighters are dedicated to rigorous training using ResourceOne (IFSTA) Training platform. ResourceOne is the Learning Management System provided by IFSTA, and it's free for use. This platform hosts essential training materials designed specifically for firefighters. ITFD utilizes this module to train in accordance with National Fire Protection Association (NFPA) standards, ensuring our team remains current and knowledgeable.



The training is well-structured, and features lesson plans that include quizzes, outlines, skill sheets, and PowerPoint presentations.

The training involves the following:

- **Subjects Covered:** 17 subjects in total.
- **Session Hours:** A total of 162.00 session hours allocated for training.
- **Staff Hours:** The training requires a comprehensive investment of 809.00 staff hours.

This structured approach ensures that the firefighters receive thorough preparation across a diverse range of subjects, preparing them effectively for their duties.

2024 Q3 Emergency Response Breakdown

<u>Service Item</u>	<u>Number</u>	<u>% of total</u>
Burning (Controlled)	2	2.94
CO False Fire Calls	4	5.88
False Fire Calls	6	8.82
Medical/Resuscitator Calls	16	23.53
Property Fires/Explosions	13	19.12
Pre-Fire Condition/No Fire	5	7.35
Public Hazards	1	1.47
Rescue	15	22.06
<u>Other Response</u>	<u>6</u>	<u>8.82</u>
Total	68	100%

Strategic Priorities

ITFD's mission is to protect life, property, and the environment in the Township of Georgian Bluffs and the former Sydenham Township (Municipality of Meaford) from all perils through education, prevention, investigation, training, rescue, fire suppression, dangerous goods containment, and life support services.



ITFD remains dedicated to achieving this goal through training, public education, fire prevention, and the use of up-to-date equipment to meet the needs and expectations of the public.

Conclusion

In conclusion, ITFD has demonstrated continued dedication and commitment throughout Q4. Despite a slight decrease from Q4 2024 to Q4 2023, the department saw a modest increase in calls in 2024 overall, reflecting ITFD's ongoing responsiveness and efficiency. ITFD remains committed to rigorous training and continues to be involved in community events, fostering a strong connection with the public. Leading into 2025, ITFD will continue to prioritize both operational excellence and community engagement, ensuring the safety and well-being of all visitors and residents in Inter Township response area.

Respectfully Submitted: Jeff Gautreau, Inter Township Fire Chief



Report Approval Details

Document Title:	ITFD-2025-01 Q4 Report.docx
Attachments:	
Final Approval Date:	Jan 9, 2025

This report and all of its attachments were approved and signed as outlined below:

Niall Loble, Chief Administrative Officer



Date: Tuesday, January 14, 2025

From: Samantha Buchanan, Board Treasurer

Subject: 2024 – Q4 Financial Update

Report COR2025-01

This document and its attachments are public and available in an accessible format upon request.

Recommendation

That staff report COR2025-01 be received for information.

Background

At the January 16, 2024, meeting of the Inter Township Joint Board of Management, the Board passed the 2024 annual operating and capital budget with Option 2 (migrating 25-to-20-year replacement cycle) selected for capital purposes.

Analysis

Annual budget amounts below are taken from slides 14, 15 and 17 of the accompanying budget presentation to staff report COR2024-003.

Description	2024 Total Annual Budget (\$)	2024 Actual to December 15th (\$)
Administration	352,500	310,233
Volunteer	434,300	438,966
Communications	79,500	60,188
Staff Safety	63,750	66,584
Fire Hall	43,000	35,335
Fleet	72,750	105,098
Other	12,000	7,428
Capital	348,000	332,942
Total Expenditures	1,405,800	1,356,774
Meaford – Operating	251,075	251,075
Meaford – Capital	60,000	60,000



Georgian Bluffs – Operating	753,225	753,225
Georgian Bluffs – Capital	180,000	180,000
MTO Fire Calls	40,000	39,342
Miscellaneous	13,500	36,427
Gain on sale of capital	-	18,372
Reserves – Capital	108,000	-
Total Revenue	1,405,800	1,338,441

Actuals above are reflective of costs paid/revenue invoiced as of December 15, 2024, it is expected for additional expenditures to be incurred before the financial year-end of December 31, 2024. Year-end journal entries to record amounts transferred to/from reserves to fund capital purchases have not been completed yet.

Notes of Variances:

Administration – difference from budget is largely due to the timing difference associated with management salaries and budget. Staff do anticipate this to come in under-budget for the year due to a temporary staff vacancy which occurred earlier in the year, these savings are offset by some overages within the volunteer expenditures.

Volunteer – difference from budget is due to additional coverage provided by volunteers during a temporary management vacancy and due to higher occurrence expenditures than budgeted.

Communications – difference from budget is due to no invoice being received yet related to the Grey County fire communications, this invoice is typically received the beginning of the following year once Grey County has determined the total costs to be allocated out to each participating fire service team.

Fire Hall – difference from budget is due to not all utilities expenditures being recorded as of December 15th. Staff do anticipate hall expenditures to come in under budget.

Fleet – difference from budget due to the portion of repairs not covered by insurance (deductible) for the rescue/pump vehicle collision. There were also additional expenditures incurred for the light replacement on this vehicle, funds were received from insurance to offset this cost (see large increase in miscellaneous revenue). Additional expenditures are expected to be incurred for fuel that staff anticipate this to be over budget for 2024.

Other – includes uniforms and non-union training, savings have been incurred due to fewer volunteer uniforms being replaced.



Capital – annual capital includes the purchase of computer, iPads, bunker gear, HVAC upgrades, major building maintenance, building needs assessment and funds to be transferred to reserves.

MTO Fire Calls – staff anticipate that MTO fire calls revenue will be higher than budget as at the time of preparing this report no invoices had been sent related to December 2025 fire calls.

Miscellaneous – includes, compliance letters, bank interest, reimbursements from Grey County Fire Chiefs Association, and insurance reimbursements. Staff anticipate this to continue to be overbudget as bank interest earned to date is already more than interest revenue budgeted and there remains two months of interest to be recorded. The portion of this revenue associated with insurance reimbursements is approximately \$13,400.

Reserves – actuals for this will be determined as part of year-end accounting, the revenue will be reflective of the amount withdrawn from reserves to fund the purchase of new capital.

Overall, based on actual amounts paid/invoiced to date staff are anticipating an operating deficit of approximately \$30,000, the driving cause for this deficit is due to expenditures associated with volunteers and call volumes, as well as fleet. As discussed with the Board in November staff will be working on completing an analysis of fleet in 2025 to determine if there is potential for savings around annual fleet, both from a capital replacement perspective and from an annual operating perspective.

Financial Impact

There are no further financial implications associated with the 2024 budget to actuals.

Strategic Priorities

Quarterly reporting on the financials of the Inter Township Fire Department activates the Township of Georgian Bluffs' strategic goal of being transparent and improving communications to all stakeholders.

Conclusion

The 2024 financial spending and earnings as of December 15, 2024, are consistent with 2024 budget.

Respectfully Submitted: Samantha Buchanan, Board Treasurer



Report Approval Details

Document Title:	2024 - Q4 Financial Update.docx
Attachments:	
Final Approval Date:	Dec 19, 2024

This report and all of its attachments were approved and signed as outlined below:

Niall Loble, Chief Administrative Officer