

HILTON UNION FIRE BOARD

MEETING AGENDA

December 9, 2024

7:00 PM

1. Accept Agenda as presented
2. Declaration of pecuniary interest
3. Approve Minutes:
 - a) Regular meeting of September 9, 2024
 - b) Closed meeting of September 9, 2024
4. Fire Chief Updates:
 - a) Fire calls since last meeting
 - b) Volunteer numbers
 - c) Other
5. Administration:
 - a) 2025 Meeting Date Discussion
 - b) Discussion regarding Locking Fuel Tanks
 - c) Electrical Safety Authority re downed powerlines info session
6. Correspondence:
 - a) Letter from Ministry of the Solicitor General re Fire Protection Advisor
 - b) Reply from Mr. Brad Neabel (SOLGEN) re Mandatory Firefighter Certification includes:
 - Memo from Ministry of the Solicitor General re Mandatory Firefighter Certification
 - Email response from Brad Neabel
 - AMO Firefighter Certification Requirements-printed from link in email
7. Adjourn

HILTON UNION FIRE BOARD

3a))

Regular Meeting

MINUTES

September 9, 2024

7:00 p.m.

Present: Chairperson Brian Delvecchio
Deputy Chief Robert Hope
Mike Garside
Rodney Wood
Dave Leask
Sally Cohen -via phone

Acting Secretary-Treasurer: Sara Dinsdale

Absent: Janet Gordanier
Sarah Brown
Kelly Rathwell

Call to order at 7:01 p.m.

There were no disclosures of pecuniary interest.

Resolution #F2024-37

Moved: Mike Garside Seconded: Rodney Wood

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT accepts the agenda of September 9, 2024, as presented. *CARRIED*

Resolution #F2024-38

Moved: Mike Garside Seconded: Brian Delvecchio

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT approves the following minutes as presented:

- Regular meeting of June 10, 2024
- Special meeting of June 26, 2024
- Closed meeting of June 26, 2024

CARRIED

Deputy 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: two in July and one in August. The first one in early July was a propane scare regarding a possible leak, the second in July was called off before the fire department was able to react, and the one in August was called off as it was burning brush with no cause for concern.

There are currently ten active volunteers and one inactive. A new member has been attending practices regularly on a probationary basis. The department is planning to offer the individual a permanent position as a volunteer fire fighter.

The pumper test results from Hilton Union Fire Department, St. Joseph Fire Department, and Jocelyn Fire department were discussed and compared. Deputy Fire Chief Robert Hope felt the results may be inaccurate after comparing and would be interested in having someone explain the results better. The recommendations on the pump test for the Hilton Union Fire Department have been completed.

There was a discussion regarding how to accurately log repairs and it was suggested that the use of a white board along with a logbook should be utilized.

The Acting Secretary-Treasurer presented a report explaining that an application for the Fire Protection Grant has been submitted for the maximum funding amount of \$10,000.00. The report also explained that SCBA testing is scheduled with a technician from M&L Supply on September 14.

The final item in the report presented by the Acting Secretary-Treasurer was regarding Fire Prevention Week. Fire Prevention week is from October 6-12, 2024. Deputy Fire Chief Robert Hope suggested that volunteers go out door to door that week to provide fire safety tips to our local community members. It was suggested that an order for items to be distributed be placed with Firehall Bookstore. The requested items include kitchen items, fridge magnets, stickers, colouring books and pamphlets with a budget of \$300.00. The Deputy Fire Chief also suggested that 24 9V batteries be purchased to have available for homeowners in case their smoke detector batteries need to be replaced.

Resolution #F2024-39

Moved: Dave Leask Seconded: Rodney Wood

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT agree to direct Acting Secretary-Treasurer Sara Dinsdale to purchase the necessary educational items as discussed in order for our fire department to engage in door-to-door smoke alarm testing during fire prevention week in October. *CARRIED*

A discussion took place regarding possible changes to the wording in section 2 and 9 of the Hilton Union Fire Board Agreement.

Resolution #F2024-40

Moved: Sally Cohen Seconded: Rodney Wood

Recorded Vote:

Mike Garside N Rodney Wood Y Sally Cohen Y
Dave Leask Y Brian Delvecchio Y

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does recommend amending the Hilton Union Fire Board agreement, section 2 to state, “appointed” instead of “elected” members. Also to amend section 9 to include a quorum at each meeting to include 2 members from each party at a minimum. *CARRIED*

The Fire board meeting dates were also discussed, and it was recommended that the Acting Secretary-Treasurer bring the 2025 Council meeting dates to the next Fire Board meeting on December 9, 2024, in order to schedule the fireboard meeting dates around those. It was suggested that the Township of Hilton alter their Council meeting dates to match the Village of Hilton Council meeting dates for quicker decision making between the fireboard and their respective Councils.

Information that was provided by Mr. Brad Neabel (SOLGEN) regarding training was presented and discussed. There was also a memo from the Ministry of the Solicitor General regarding the mandatory firefighter certification. Fireboard members suggested that the Acting Secretary-Treasurer ask Mr. Neabel how the information in this memo will affect the Hilton Union Fire Department.

An email that was sent from the Huron Shores Fire Department regarding EV & Lithium-ion Battery Fire training classes was discussed. The training session is being hosted by the Huron Shores Fire Department on October 9, 2024, and is taking place at the Iron Bridge Arena.

Resolution #F2024-41

Moved: Rodney Wood Seconded: Dave Leask

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does direct Acting Secretary/Treasurer to enroll 2 fire fighter volunteers not the EV & Lithium-ion Battery Fire Training Classed being held at the Iron Bridge Arena on October 9, 2024, at a cost of \$165.00 plus HST per student. *CARRIED*

Resolution #F2024-42

Moved: Mike Garside Seconded: Rodney Wood

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does move into closed session at 8:45 p.m. to consider personal matters about an identifiable individual, including municipal or local board employees. Further be it Resolved that should the said closed session be adjourned, the Hilton Union Fire Board may reconvene in closed session to discuss the same matters without the need for a further authorizing resolution.

Municipal Act section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees

CARRIED

Resolution #F2024-43

Moved: Mike Garside Seconded: Sally Cohen

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does return to open session at 8:50 p.m. *CARRIED*

Fire Board members asked Deputy Fire Chief Robert Hope how he feels about the promotions discussed and he expressed that he had a concern that the Fire Chief position’s requirements include having a DZ license, which he does not currently have. Deputy Fire Chief Robert Hope explained that he is happy to get it but would also like some financial assistance from the fire board. It was suggested to add this topic to the fireboard’s respective council meetings to request approval.

Resolution #F2024-44

Moved: Mike Garside Seconded: Dave Leask

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does agree to the promotion and recommends to each party’s Council to appoint the individual discussed in closed session as the Deputy Fire Chief of the Hilton Union Fire Department. *CARRIED*

Resolution #F2024-45

Moved: Rodney Wood

Seconded: Dave Leask

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does agree to the promotion and recommends to each party's Council to appoint the individual discussed in closed session as the Deputy Fire Chief of the Hilton Union Fire Department. *CARRIED*

Resolution #F2024-46

Moved: Dave Leask

Seconded: Sally Cohen

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does adjourn at 9:04 p.m. and agree to meet again at the Hilton Township Municipal Office on Monday, December 9, 2024, 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



5a,b,c)

Clerk Report: FB2024-12-09/01

Meeting Date: December 9, 2024

Subject: **Multiple Items**
Meeting

Hilton Union Fire Board Regular

Prepared by: Sara Dinsdale

2025 Meeting Date Discussion

Attached you will find a 2025 calendar in which I have highlighted in yellow all the Regular Council meeting dates for both the Township of Hilton and the Village of Hilton. I have also included all of the STAT holidays highlighted in orange.



According to the Hilton Union Fireboard agreement, the board is to hold four regularly scheduled meetings annually. In 2024 the regular meetings were scheduled on the second Monday in March, June, September, and December.

Fuel Tank Access

Currently, the regular practice is that Road Superintendent Lyn Garside possesses a key to the garage at the Hilton Township office, where he would access, and turn the breaker on to the pump allowing access to the fuel tanks outside. Since Mr. Garside will be retiring at the end of December, he will be turning his key over to our new Road Superintendent who is not part of the fire department. Our new Road Superintendent Leonard Bringleson has recommended that the breakers remain on going forward; however, the purchase of locks to be installed on the fuel tanks could be an option. The key would then remain inside the locked fire hall for the fire department to gain access to fuel as needed.

Electrical Safety Authority

Our local ESA inspector recently reached out to me and suggested that he would like to participate in a Fire training session and/or a Board meeting in order to provide information regarding downed power lines. He has dropped off some info cards to distribute to the fire volunteers that provides a link to online safety instructions by scanning the code included on the card.

 =STAT
 =MEETING

2025 REGULAR COUNCIL MEETING SCHEDULE

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

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March

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30	31					

April

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13	14	15	16	17	18	19
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27	28	29	30			

May

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

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27	28	29	30	31		

August

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23	24	25	26	27	28	29
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September

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28	29	30				

October

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November

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Ministry of the Solicitor General

Ministère du Solliciteur general

Office of the Fire Marshal

Bureau du commissaire des incendies

3767 Hwy 69S, Suite 6
Sudbury ON P3G 0A7
Tel: 1-800-565-1842
Fax: (705) 564-4555

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Sudbury ON P3G 0A7
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VIA E-MAIL

October 18, 2024

Dear Fire Chief Robert Hope

This notice is to inform you of a change to your assigned Fire Protection Adviser due to recent changes in Field and Advisory Services.

Please note that your new Fire Protection Adviser as of November 1, 2024, will be Fire Protection Adviser **Brad Neabel**. Please find their contact information below:

Brad Neabel, Fire Protection Adviser

Cell: 249-885-5491

E-mail: brad.neabel@ontario.ca

If you have any questions, please feel free to liaise directly with your newly assigned adviser.

Yours truly,

Brittany Costoff
Operations Manager
Office of the Fire Marshal

Ministry of the Solicitor General
Office of the Fire Marshal

Ministère du Solliciteur général
Bureau du commissaire des incendies

25 Morton Shulman Avenue
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MEMORANDUM TO: All Ontario Fire Chiefs

FROM: Jon Pegg
Ontario Fire Marshal

DATE: July 3, 2024

SUBJECT: Mandatory Firefighter Certification

Ontario Regulation 343/22 Firefighter Certification came into force on July 1, 2022. I want to congratulate the fire service for your unwavering commitment to both training and certification. The deadline for certification compliance for the majority of fire protection services captured in the regulation is July 1, 2026. The compliance date for NFPA 1006 technical rescue disciplines is July 1, 2028.

The Office of the Fire Marshal (OFM) is committed to supporting efforts to help ensure your members meet the certification timelines and can continue to keep communities safe. The OFM’s Academic Standards and Evaluation (ASE) Unit continues to provide certification testing at no cost to the fire service and is providing unofficial results within 30 days of testing, with certification to follow within 90 days. The demand for certification has grown and ASE has been able to meet that exponential growth to support the fire service across Ontario.

At the same time, if fire departments need to conduct training, the Ontario Fire College is hosting upwards of 600 courses alone this year and is one training option available to you. Our training and certification teams are in constant communication with the fire service on your certification needs. If fire departments require any clarification ahead of the compliance deadline, I encourage you to reach out early.

Please do not underestimate the length of time required to meet the mandatory certifications. I would like to recognize the efforts that have been made to meet the requirements in time and thank you for working so collaboratively with my team and across your partners in fire.

Please reach out to your Fire Protection Adviser if you have any additional questions so that we can continue the conversation about certification in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Pegg', with a long horizontal flourish extending to the right.

Jon Pegg
Ontario Fire Marshal

Cc: Mario Di Tommaso, O.O.M., Deputy Solicitor General, Community Safety, Ministry of the
Solicitor General

Hilton Township Administration

From: Neabel, Brad (SOLGEN) <Brad.Neabel@ontario.ca>
Sent: November 12, 2024 2:40 PM
To: Hilton Township Administration
Subject: FW: Hilton Township Questions and Info
Attachments: Hilton Township Questions.docx; Training Options.docx; Mandatory Certification Information Package Master FINAL (1 July 2022) V1.1.pdf; Fire Marshal Notification 2024-10: Mandatory Firefighter Certification (July 3, 2024)

Good afternoon Sara,

Please see comments in green below and let me know if this helps. Hope all is well!

Sincerely,

Brad

From: Hilton Township Administration <admin@hiltontownship.ca>
Sent: Friday, November 1, 2024 9:59 AM
To: Neabel, Brad (SOLGEN) <Brad.Neabel@ontario.ca>
Subject: FW: Hilton Township Questions and Info

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Hi Brad,

It was great speaking to you! Thanks so much for calling to clarify the attached. To recap our conversation:

- 1) Any volunteers that have joined the department prior to July 1, 2023 would need to meet the certification requirements by July 1, 2026. Correct.
- 2) If we don't currently do interior attack, we won't need to be certified for interior attack; just certified for the services that we provide. Correct, they can opt for the Ontario Seal certifications instead of the full NFPA 1001 1&2. See links below pertaining info regarding Ontario Seal
 - [PowerPoint Presentation](#)
 - [Firefighter Certification Requirements | AMO](#)
- 3) If volunteers join the department after July 1, 2023; for example, they join on January 15, 2025, that volunteer will have 3 years to meet the certification requirements so they would have until January 15, 2028. Correct, there is a 3-year threshold (time period). The members who are not certified will need to work under the supervision of a certified member (listed under Exceptions of O.Reg 343/22 which I copy pasted below).
 - [O. Reg. 343/22 FIREFIGHTER CERTIFICATION | ontario.ca](#)
- 4) Anyone who is not certified by July 1, 2026, that has been a volunteer in the department can request to challenge the testing in order to become certified. Anyone that has been a volunteer for more than 3 years (i.e., started before July 1st 2023 that hasn't been certified) can request to challenge the testing to become certified. The member would need to have done all the training to challenge the testing. AS&E could ask to see the training records prior to booking the testing to ensure the member has been trained. – I only specify cause there's those members who rarely show up but that have been on for 10+ years that think they don't need to do the training and can just challenge it. The training is still applicable.

Exceptions

3. (1) A certification standard set out in Column 2 of item 1 or 2 of Table 1 does not apply with respect to a firefighter who,

- (a) is performing a service that is within the scope of that item;
- (b) has been a firefighter for no more than 36 months; and
- (c) is operating under the supervision of a firefighter certified to that standard.

(2) A certification standard set out in Column 2 of Table 1 does not apply with respect to a firefighter who is,

(a) temporarily assigned to perform a different fire protection service for which a different minimum certification is required; and

(b) operating under the supervision of a firefighter who has obtained the certification corresponding to the fire protection service or services being delivered.

(3) A certification standard set out in Column 2 of item 17 or 18 of Table 1 does not apply with respect to a firefighter who performed Pump Operations before the day this Regulation came into force.

(4) If a firefighter was previously certified under this Regulation for a fire protection service listed in Column 1 of Table 1, that certification continues to be valid even if the requirements for obtaining that certification are subsequently updated or changed.

(5) If the Fire Marshal granted a firefighter a letter of compliance with a certification standard before the day this Regulation came into force, the letter of compliance continues to be valid and the firefighter is deemed to be in compliance with the corresponding certification standard set out in Column 2 of Table 1.

Thank you.

Sara Dinsdale
 Acting Clerk/Treasurer
 Township of Hilton
 705-246-2472
admin@hiltontownship.ca
www.hiltontownship.ca



My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.

We are dedicated to fostering a positive and respectful environment for everyone. We kindly ask all employees, community members, and visitors to treat each other with kindness and respect. Abusive, inappropriate, and negative conduct of any kind will not be tolerated.

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available to the public through the Council Agenda process.

Firefighter Certification Requirements

2019-10-10 • August 20, 2021

Municipal Implications

The Ministry of the Solicitor General has introduced regulations to establish mandatory certification requirements for fire protection services. The regulation mandates a standardized approach to firefighter training to protect firefighters and promote public safety while providing flexibility for the local needs and service levels of municipalities across Ontario. The regulations include legacy provisions which will reduce the need to retrain adequately trained firefighters.

In principle, certification is a step in the right direction. Municipal governments are supportive of efforts to modernize and enhance the competence of the fire services. A balanced, reasonable, and achievable certification process is better for firefighters and councils and may potentially reduce risk and liability in certain areas. AMO understands that the Ontario Seal certification would provide flexibility based on basic National Fire Protection Association (NFPA) professional qualification standards without requiring NFPA certification. To that end, the Ontario Seal is an improved certification approach compared to earlier regulations revoked in 2019.

Legacy provisions are very important to ensure that municipalities are not burdened with unnecessary costs for retraining firefighters who have been adequately trained to the level of service set by Council. AMO is pleased to see they are included. But such provisions must also include measures which attract and retain volunteer firefighters to serve within their communities.

Additional training measures and certification must not serve as an added impediment for those who wish to volunteer as firefighters. Full-time firefighters simply are not an option for most

small, rural, and northern municipalities. The Ministry must propose measures which assist and support volunteer recruitment and composite fire services.

The certification process includes municipal councils setting the level of service for their department. The certification standard is based on the level of service a municipality seeks to provide. The standard variances include internal versus external attack, pump operator, hazardous materials, and vehicle extraction. Each of these activities include differences in training and standards to match. Firefighters would then be required to be trained to that standard and the Office of the Fire Marshal would then test firefighters to ensure the standard is met. Certification would follow.

AMO members and fire chiefs have advised that the Ontario certification process will create additional training and new cost pressures on fire services. AMO seeks financial support from the Ministry during implementation. The level of support necessary should be based on evidence from fire chiefs including detailed training needs and expected impacts.

Contact:

Bridget Cherry
Senior Advisor

bcherry@amo.on.ca

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