

HILTON UNION FIRE BOARD

MEETING AGENDA

March 19, 2025

7:00 PM

1. Accept Agenda as presented
2. Declaration of pecuniary interest
3. Delegation:
none
4. Approve Minutes:
 - a) Regular meeting of December 9, 2024
5. Fire Chief Updates:
 - a) Fire calls since last meeting
 - b) Volunteer numbers
 - c) Other
6. Administration:
 - a) Draft 2025 Budget
 - b) Discussion regarding Volunteer Fire Fighter Remuneration
 - c) Quote for 12 SCBA's
7. Correspondence:
 - a)
8. Adjourn

**HILTON UNION FIRE BOARD
Regular Meeting
MINUTES**

December 9, 2024
7:00 p.m.

Present: Chairperson Brian Delvecchio
Deputy Chief Robert Hope
Mike Garside
Rodney Wood
Sarah Brown

Acting Secretary-Treasurer: Sara Dinsdale

Absent: Janet Gordanier
Kelly Rathwell
Dave Leask
Sally Cohen -via phone

Call to order at 7:05 p.m.

There were no disclosures of pecuniary interest.

Resolution #F2024-47
Moved: Rodney Wood Seconded: Sarah Brown

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

Resolution #F2024-48
Moved: Rodney Wood Seconded: Mike Garside

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT approves the minutes of the regular meeting of September 9, 2024 *CARRIED*

Resolution #F2024-49
Moved: Mike Garside Seconded: Rodney Wood

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT approves the minutes of the closed meeting of September 9, 2024 *CARRIED*

Fire Chief Updates:

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; however, two of the calls the fire department was called to stand down. The third call was regarding a woodshed that caught fire on Hawdon Dr. in St. Joseph Township.

A new member has joined the fire department and one volunteer has resigned. There are currently ten active volunteers.

Fire Chief Hope mentioned how everyone in the fire department has been really helpful in assisting him in transitioning from Deputy Fire Chief to Fire Chief. He mentioned that the new volunteer will need bunker gear, and this will be re-evaluated in the spring once he completes his probationary period.

Fire Chief Hope and Deputy Fire Chief See joined an onboarding exercise with the Ontario Fire Marshal's Office to learn more about a database that will give them access to training material.

Fire Chief Hope explained that at the previous practice the department was to do their annual controlled burn. They were practicing lighting a wood pile that they built tall and safe at the landfill by using boat flares, but they all turned out to be "duds".

Fire Chief Hope also mentioned that another volunteer in the fire department has been asked to be the department's training officer and that he has agreed to it. A discussion took place regarding possibly changing the points system to increase rewards to all volunteers. It was suggested that training officers could receive an additional honorarium considering that they take on more responsibilities, captains should receive a monthly honorarium and need to be appointed by the Fire Chief and Deputy Fire Chief, and that an increase to the points system amount should be increased. It was suggested that changes be made starting in 2025 and these items should be on the next agenda to discuss at the next meeting.

Fire Chief Hope advised the fire board that the tanker needed repaired; a mouse was inside it and did some damage. Captain Lyn Garside got the safety done on both the tanker and the fire trucks. They are good until October 2025.

It was announced that the Fire Volunteer's Christmas party was planned to take place on Saturday, December 14 at the Community Hall at 6 pm.

Other Items Discussed:

Ms. Sarah Brown suggested that the fire truck should make an appearance at the car show in the summer of 2025 and possibly set up a booth at community night with fire prevention material, and fire extinguishers to sell.

Fire Chief Bob Hope mentioned that he has signed up for the DZ training.

The Hilton Union Fire Board discussed possible meeting dates for 2025.

Resolution #F2024-50

Moved: Sarah Brown

Seconded: Rodney Wood

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE does agree to the 2025 Fire Board meeting dates as follows:

March 19, 2025

June 18, 2025

September 17, 2025

December 17, 2025

CARRIED

A discussion took place regarding the fire department's access to the fuel tanks outside. Acting Secretary/Treasurer Sara Dinsdale explained that in the past, the township's Road Superintendent who is currently a volunteer with the fire department has a key to the township's garage, where the breaker is located to turn the pump on, which would allow access to the fuel tanks outside. Since the Road Superintendent is planning to retire at the end of the year, in turn, handing his keys in, the fire department would need an alternate solution. It was recommended that the new Road Superintendent would leave the breakers on, keeping the garage locked but install locks on the fuel tanks. The keys would be given to the fire department in order to gain access to the fuel tanks.

Resolution #F2024-451

Moved: Mike Garside

Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does agree to the recommendation to purchase locks to be installed on the fuel tanks allowing key access for the fire department. ***CARRIED***

Fire board members discussed information received from the Electrical Safety Authority regarding fire training sessions for downed power lines. Contact info was given to Fire Chief Hope for him to schedule training with them.

A letter from the Ministry of the Solicitor General Office of the Fire Marshal regarding mandatory firefighter certification was reviewed. It was recommended that Acting Secretary/Treasurer Sara Dinsdale request that Mr. Brad Neabel, Fire Protection Advisor, join the next fire board meeting to answer questions regarding whether the fire volunteers should focus more on the Ontario Seals program or the full NFPA training.

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 #F2024-52

Moved: Rodney Wood

Seconded: Sarah Brown

BE IT RESOLVED THAT THE BOARD OF THE HILTON UNION FIRE DEPARTMENT does adjourn at 8:30 p.m. and agree to meet again at the Hilton Township Municipal Office on Wednesday, March 19, 2025, 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

HILTON UNION FIRE DEPARTMENT
2025 BUDGET (including \$20k to Reserve Fund)

Updated on March 18, 2025

Account #	REVENUE	2024 BUDGET	2024 ACTUAL	2025 BUDGET
472110	Township of Hilton	27,824.97	27,829.98	40,960.11
442101	Village of Hilton Beach	27,824.97	27,829.98	40,960.11
496200	Interest on Term Deposit	6,000.00	8392.93	8,400.00
	Pumper Truck Rental (water)	300.00	300	300.00
	Donation	266.06	276.06	275.00
472100	Fire Protection Grant	0.00		8,230.45
	Alloc from Fire Working Capital Reserves	0.00		0.00
	Alloc from Fire Equipment/Building Reserve Fd	0.00		0.00
	TOTAL REVENUE	62,216.00	64,628.95	99,125.67

EXPENSES

521100/260	Chief & Deputy Wages/EHT	3,000	2646.48	4,252
521110	Firefighters' Honorarium	4,500	4500	5,000
521230	WSIB	3,500	3762	3,800
512331/521330	Miscellaneous	75	980.53	1,000
521400	Truck Repairs and Maintenance	2,000	1342.37	2,000
521410	Building Maintenance	500	85.07	500
521420	Compressor Maintenance	1,200	1200	1,200
521438	Prevention/fire permit support (webiste)	500	566.22	570.00
521450	Equipment: Purchases/Repairs	4,100	103.80	4,100
521460	Truck Fuel	500	500	500
521470	Turnout Gear	0	0	3,570.25
521475	SCBAs	0	0	15,723.42
521480	Training - Seminars	0	0	1,800
521490	Mileage	0	0	0
521512	Audit Fees	1,200	1,143.27	1,200
521570	Insurance	16,641.00	15,641.36	16,600.00
521590	Mutual Aid	0	0	0
521600	Hydrant Maintenance	1,600	1578.48	1,600
521610	Inspections (re equipment testing)	2,000	2665.84	2,000
521680	Telephone	0	0	0
521682	Communication (radios/emails)	2,400.00	3015.53	2,810.00
521690	Power/Propane	2,500	1462.81	2,500
	SUB TOTAL	46,216.00	41,193.76	70,725.67

	TOTAL EXPENSES	46,216.00	41,193.76	70,725.67
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HILTON UNION FIRE DEPARTMENT
2025 BUDGET

	2024 BUDGET	2024 ACTUAL	2025 BUDGET
TRANSFERS: RESERVES & RESERVE FUNDS			
Allocate to/(from) Fire Working Capital (surplus/(deficit))	0.00	5042.26	0.00
Allocate Interest on TD and GIC to Fire Res Fd	6,000.00	8392.93	8,400.00
Allocate to Reserve Fund for Equip/Bldg	10,000.00	10,000.00	20,000.00
TOTAL TRANSFERS:	16,000.00	18,392.93	28,400.00
TOTAL BUDGET	62,216.00	59,586.69	99,125.67

Proof of Surplus	
23,435.19	Rev Exp
-8392.93	less int
-10,000.00	less res
5,042.26	surplus

Fire Working Capital Balance	24,327.19
Fire Equipment Reserve Fund Balance	188,395.35
Fire Building Reserve Fund Balance	15,532.33

Pumper: 125,872.00 includes \$10,000 & interest
 Tanker: 38,523.35
 Bunker Gear: 13,000.00
 Rapid Attack: 11,000.00
 188,395.35
 Building: 15,532.33
Total ResFunds 203,927.68



905 Dillingham Road, unit #7
 Pickering, Ontario L1W 3X1
 Phone: (888) 999-0316
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03/13/25
QUOTE
 PPEQ14894-01

Prepared For Britney MacKay britney@hiltontownship.ca Phone (705) 246-2472 Fax (705) 246-2913	Hilton Fire Department 2983 Base Line Hilton Beach, ON P0R 1G0 Terms: Net 30	Representative Brett Leng Brett.Leng@ppesolutions.ca Phone 888-999-0316 x9 Fax
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Description	Qty	FD Price	Ext. Price
804101-01 SCBA CYLINDER & VALVE, ALUMINUM, 2.2, 30-MIN, CGA <i>Before April 1st price increase - Freight PPDNC</i>	12	\$908.00	\$10,896.00
Subtotal			\$10,896.00
HST			\$1,416.48
TOTAL			\$12,312.48

*PPE has offered to pay the freight (approx. \$300) instead of offering a reduced price.

Applicable Taxes & Shipping Charges - Additional to Unit Price (Unless Otherwise Noted).
 Considering the current economic Situation, it is impossible for us to guarantee our prices according to our usual 30-day policy.
 Therefore, the quoted prices are subject to change.