



# Inter Township Fire Department Joint Board of Management Agenda

October 12, 2021, 2:00 p.m.

Council Chambers remain closed to the public. Should you wish to participate electronically, contact the Clerk at [bdrury@georgianbluffs.ca](mailto:bdrury@georgianbluffs.ca)

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

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Pages

1. **Call to Order**

2. **Land Acknowledgement Statement**

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**

5.1. September 7, 2021

**Recommendation:**

That the minutes of the September 7, 2021 Inter Township Fire Department Joint Board of Management meeting, be approved.

4

**6. Delegations**

Nil

**7. Public Question Period**

**8. Correspondence**

Nil

**9. Staff Reports**

9.1. Fire Department

9.1.1. Acting Fire Chief's Report

8

**Recommendation:**

That the Quarterly Fire Chief's Report be received for information purposes.

9.2. Operations

9.2.1. ITFD Roofing Tender Award

21

**Recommendation:**

That Tender RFP 2021-20, Roof Repair for the Inter-Township Fire Department Fire Hall, hereby be awarded to D.J Peat Roofing and Sheet Metal LTD. at the tender price of \$43,400.20 (excluding HST), to be completed by November 30<sup>th</sup>, 2021, and,

Whereas RFT 2021-20 has exceeded the budget amount of \$30,000.00, the remaining additional \$13,400.20 be funded from the ITFD reserve.

**10. Unfinished Business**

Nil

**11. New Business**

11.1. Fire Chief Recruitment

**12. Board Inquiries and Comments**

**13. Closed Session**

Nil

**14. Date of Next Regular Meeting/Adjournment**

November 9, 2021, 3:00 p.m.



# Inter Township Fire Department Joint Board of Management Minutes

September 7, 2021, 2:00 p.m.  
Virtual

Members Present: Mayor Dwight Burley  
Deputy Mayor Sue Carleton  
Councillor Paul Sutherland  
Mayor Barb Clumpus  
Councillor Steve Bartley

Members Absent: Councillor Cathy Moore Coburn

Staff Present: Brittany Drury, Clerk  
Kassandra Rocca, Director of Finance / Treasurer  
Al Meneses, Township CAO  
Jeff Gatreau, ITFD Acting Fire Chief  
Andy Redmond, ITFD Acting Deputy Fire Chief  
Courtney Allen, Municipality of Meaford Fire Chief

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

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**1. Call to Order**

Mayor Dwight Burley called the meeting to order at 2:00 p.m.

**2. Land Acknowledgement Statement**

Mayor Dwight Burley opened the meeting with the land acknowledgement statement.

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

Moved By: Councillor Paul Sutherland  
Seconded By: Councillor Steven Bartley

**That the agenda be approved as presented.**

Carried

**5. Minutes of Previous Meetings**

5.1 May 11, 2021

Deputy Mayor Sue Carleton noted that Councillor Cathy Moore Coburn had not been in attendance at the previous meeting. The May 11, 2021, meeting minutes were amended to reflect this.

Moved By: Mayor Barb Clumpus

Seconded By: Councillor Steven Bartley

**That the minutes of the May 11, 2021, Inter Township Fire Department Joint Board of Management meeting, be approved as amended.**

Carried

**6. Delegations**

Nil

**7. Public Question Period**

The Clerk noted that no questions for consideration of the Board had been received.

**8. Correspondence**

Nil

**9. Staff Reports**

9.1 Fire Department

9.1.1 Acting Fire Chief's Report

The Acting Fire Chief outlined his report and noted that the report included a summary of calls responded to from April to June, 2021. No Board members directed questions to the Acting Fire Chief.

Moved By: Deputy Mayor Sue Carleton  
Seconded By: Mayor Barb Clumpus

**That the Quarterly Fire Chief's Report be received for information purposes.**

Carried

9.2 Treasury Department

9.2.1 Q2 Financial Update

The Director of Finance provided a brief financial update for Q2. No Board members directed questions to the Director of Finance.

Moved By: Councillor Steve Bartley  
Seconded By: Councillor Paul Sutherland

**That the Q2 Financial Update, and included appendices, be received for information.**

Carried

**10. Unfinished Business**

Nil

**11. New Business**

11.1 Town of Plympton-Wyoming - Support for Fire Departments

At the request of Deputy Mayor Sue Carleton, the Clerk provided a brief outline of the motion presented to the Board. The Board discussed deferring the matter until both Township of Georgian Bluffs and Meaford fire officials had the opportunity to review the correspondence provided.

Moved By: Deputy Mayor Sue Carleton  
Seconded By: Mayor Barb Clumpus

**That item 11.1 be deferred to the next Intertownship Joint Board of Management meeting on October 12, 2021.**

Carried

**12. Board Inquiries and Comments**

The Acting Fire Chief provided a brief update regarding:

- Resuming in-person training in groups;
- Completion of the annual truck safety and undercoating; and
- Annual air pack recertification.

**13. Closed Session**

Nil

**14. Date of Next Regular Meeting/Adjournment**

The Board will meet again as regularly scheduled on October 12, 2021, at 2:00 p.m.

Moved By: Councillor Steve Bartley

Seconded By: Deputy Mayor Sue Carleton

**That the meeting be adjourned at 2:15 p.m.**

Carried

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Mayor, Dwight Burley

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Clerk, Brittany Drury

## INTER TOWNSHIP FIRE DEPARTMENT

**DATE: October 5, 2021**

**REPORT TO: Inter Township Fire Board**

**FROM: Jeff Gautreau, Acting Fire Chief**

**SUBJECT: Monthly Fire Report July - September 2021**

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### **ITFD Vision and Mission**

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

This will be achieved through dedication to training, public education, fire prevention, and the use of up-to-date equipment in order to meet the needs and expectations of the public.

### **Summary:**

The Inter Township Fire Department responded to 28 Emergency Responses in July this is down 4 from the same period as last year. We have a total 164 calls for service to date, or roughly 5.47 calls a week.

Emergency Responses:

|                 | July 2021            | July 2020            | Variance  |
|-----------------|----------------------|----------------------|-----------|
| Georgian Bluffs | 17 Calls for service | 21 Calls for Service | -4 (19%)  |
| Meaford         | 11 Calls for service | 8 Calls for Service  | +3 (27%)  |
|                 |                      |                      |           |
| Mutual Aid      | 0 Calls for service  | 3 Calls for service  | -3 (100%) |
| Total           | 28                   | 32                   | -4 (12%)  |

The Inter Township Fire Department responded to 25 Emergency Responses in August this is Down 5 from the same period as last year. We have a total 189 calls for service to date or roughly 4.40 per week.



|                 | August 2021          | August 2020          | Variance |
|-----------------|----------------------|----------------------|----------|
| Georgian Bluffs | 15 Calls for service | 20 Calls for Service | -5 (25%) |
| Meaford         | 8 Calls for service  | 9 Call for Service   | -1 (11%) |
|                 |                      |                      |          |
| Mutual Aid      | 2 Calls for service  | 1 Call for Service   | +1 (50%) |
| Total           | 25                   | 30                   | -5 (17%) |

The Inter Township Fire Department responded to 28 Emergency Responses in September this is down 1 from the same period as last year. We have a total 213 calls for service to date or roughly 5.46 calls per week.

|                 | September 2021       | September 2020       | Variance |
|-----------------|----------------------|----------------------|----------|
| Georgian Bluffs | 16 Calls for service | 15 Calls for service | +1 (7%)  |
| Meaford         | 8 Calls for service  | 8 Calls for service  | 0 (0%)   |
|                 |                      |                      |          |
| Mutual Aid      | 0 calls for service  | 0 Calls for service  | 0 (0%)   |
| Total           | 24                   | 23                   | +1 (4%)  |

### Call Highlights

21-143- Vehicle Extrication.

21-145- Water Rescue.

21-159- Vehicle Fire.

21-181- Assisted South Bruce Fire Department with a Rescue.

21-182- Air Light Support Unit to Mount Forest to assist with a Fire.

21-211- Vehicle Extrication.

# Inter-Township Fire Department

Fire Chief :Jeff Gautreau

180th -12th Street West Owen Sound ON

Owen Sound ON N4K 3V2

PH : (519) 376-9933 FAX : (519) 376-6537

## Totals by Geographic Location

From Jul 1 21 to Jul 31 21

| Response Type                                      | # of Incidents | Staff Hours | Average # of Resp. Pers. |
|--|----------------|-------------|--------------------------|
| <b>4247 - Meaford</b>                              |                |             |                          |
| 31 Alarm System Equipment - Malfunction            | 1              | 10 h 20 m   | 7.00                     |
| 34 Human - Perceived Emergency                     | 1              | 6 h 46 m    | 8.00                     |
| 53 CO incident, CO present (exc false alarms)      | 1              | 18 h 0 m    | 6.00                     |
| 62 Vehicle Collision                               | 2              | 49 h 36 m   | 9.50                     |
| 69 Other Rescue                                    | 1              | 6 h 53 m    | 7.00                     |
| 84 Medical Aid Not Required on Arrival             | 1              | 3 h 9 m     | 7.00                     |
| 85 Vital signs absent, DOA                         | 1              | 18 h 0 m    | 6.00                     |
| 86 Alcohol or drug related                         | 1              | 24 h 0 m    | 8.00                     |
| 898 Medical/resuscitator call no action required   | 1              | 24 h 0 m    | 8.00                     |
| 98 Assistance not required by other agency         | 1              | 2 h 8 m     | 8.00                     |
| <b>Total For 4247 - Meaford:</b>                   | 11             | 162 h 52 m  | 7.64                     |
| <b>4253 - Georgian Bluffs</b>                      |                |             |                          |
| 01 NO LOSS OUTDOOR fire (see exclusions) Open      | 1              | 12 h 36 m   | 7.00                     |
| 03 air burning/unauthorized controlled burning (no | 1              | 5 h 40 m    | 5.00                     |
| 23 uncontrolled fire)                              | 1              | 30 h 0 m    | 10.00                    |
| Alarm System Equipment - Malfunction               |                |             |                          |
| 31 CO false alarm - perceived emergency (no CO     | 1              | 24 h 0 m    | 8.00                     |
| 37 present)  | 1              | 3 h 57 m    | 3.00                     |
| CO false alarm - equipment malfunction (no CO      |                |             |                          |
| 38 present)  | 1              | 4 h 0 m     | 4.00                     |
| Vehicle Extrication                                |                |             |                          |
| 61 Vehicle Collision                               | 1              | 16 h 30 m   | 8.00                     |
| 62 Water Rescue                                    | 5              | 44 h 27 m   | 7.60                     |
| 67 Asphyxia, Respiratory Condition                 | 1              | 29 h 50 m   | 10.00                    |
| 71 Chest pains or suspected heart attack           | 1              | 3 h 0 m     | 3.00                     |
| 76 Vital signs absent, DOA                         | 1              | 7 h 0 m     | 7.00                     |
| 85 Other Medical/Resuscitator Call                 | 1              | 6 h 25 m    | 7.00                     |
| 89   | 1              | 12 h 0 m    | 4.00                     |
| <b>Total For 4253 - Georgian Bluffs:</b>           | 17             | 199 h 25 m  | 6.71                     |
| <b>Total For Unclassified:</b>                     | 28             | 362 h 17 m  | 7.07                     |

Date  
Oct 5 21

# Inter-Township Fire Department

## Totals by Geographic Location Continued From Jul 1 21 to Jul 31 21

| <b>Response Type</b>             | <b># of Incidents</b> | <b>Staff Hours</b> | <b>Average # of Resp. Pers.</b> |
|----------------------------------|-----------------------|--------------------|---------------------------------|
| <b>Total Number of Responses</b> | 28                    | 362 h 17 m         | 7.07                            |

# Inter-Township Fire Department

Fire Chief :Jeff Gautreau

180th -12th Street West Owen Sound ON

Owen Sound ON N4K 3V2

PH : (519) 376-9933 FAX : (519) 376-6537

## Totals by Geographic Location

From Aug 1 21 to Aug 31 21

| Response Type  | # of Incidents | Staff Hours | Average # Resp. Pers. |
|--|----------------|-------------|-----------------------|
| <b>2350 - Wellington North</b>   |                |             |                       |
| 910 Assisting Other FD: Mutual Aid   | 1              | 12 h 34 m   | 3.00                  |
| <hr/>  |                |             |                       |
| <b>Total For 2350 - Wellington North:</b>                                  | 1              | 12 h 34 m   | 3.00                  |
| <b>4155 - South Bruce Peninsula</b>  |                |             |                       |
| 913 Assisting Other FD: Other  | 1              | 14 h 19 m   | 4.00                  |
| <hr/>  |                |             |                       |
| <b>Total For 4155 - South Bruce Peninsula:</b>                             | 1              | 14 h 19 m   | 4.00                  |
| <b>4247 - Meaford</b>  |                |             |                       |
| 03 NO LOSS OUTDOOR fire (see exclusions)                                   | 1              | 34 h 4 m    | 14.00                 |
| 32 Alarm System Equipment - Accidental activation (exc. code 35)           | 1              | 1 h 52 m    | 7.00                  |
| 36 Authorized controlled burning - complaint                               | 1              | 14 h 0 m    | 8.00                  |
| 58 Public Hazard call false alarm  | 1              | 1 h 36 m    | 8.00                  |
| 62 Vehicle Collision   | 1              | 13 h 30 m   | 9.00                  |
| 67 Water Rescue  | 1              | 15 h 49 m   | 11.00                 |
| 85 Vital signs absent, DOA   | 1              | 8 h 19 m    | 8.00                  |
| 89 Other Medical/Resuscitator Call   | 1              | 3 h 32 m    | 4.00                  |
| <hr/>  |                |             |                       |
| <b>Total For 4247 - Meaford:</b>   | 8              | 92 h 42 m   | 8.63                  |
| <b>4253 - Georgian Bluffs</b>  |                |             |                       |
| 03 NO LOSS OUTDOOR fire (see exclusions)                                   | 1              | 1 h 0 m     | 1.00                  |
| 23 Open air burning/unauthorized controlled burning (no uncontrolled fire) | 1              | 12 h 43 m   | 10.00                 |
| 34 Human - Perceived Emergency   | 1              | 3 h 20 m    | 6.00                  |
| 47 Spill - Miscellaneous   | 1              | 1 h 30 m    | 1.00                  |
| 50 Power Lines Down, Arcing  | 1              | 6 h 36 m    | 3.00                  |
| 62 Vehicle Collision   | 4              | 72 h 10 m   | 8.50                  |
| 89 Other Medical/Resuscitator Call   | 3              | 7 h 51 m    | 5.67                  |
| 898 Medical/resuscitator call no action required                           | 2              | 4 h 42 m    | 3.00                  |
| 913 Assisting Other FD: Other  | 1              | 5 h 0 m     | 5.00                  |
| <hr/>  |                |             |                       |
| <b>Total For 4253 - Georgian Bluffs:</b>                                   | 15             | 114 h 52 m  | 5.53                  |

Date  
Oct 5 21

## Inter-Township Fire Department

### Totals by Geographic Location Continued From Aug 1 21 to Aug 31 21

| <b>Response Type</b>             | <b># of Incidents</b> | <b>Staff Hours</b> | <b>Average # of Resp. Pers.</b> |
|----------------------------------|-----------------------|--------------------|---------------------------------|
| <b>Total For Unclassified:</b>   | 25                    | 234 h 27 m         | 6.36                            |
| <hr/>                            |                       |                    |                                 |
| <b>Total Number of Responses</b> | 25                    | 234 h 27 m         | 6.36                            |

# Inter-Township Fire Department

Fire Chief :Jeff Gautreau

180th -12th Street West Owen Sound ON

Owen Sound ON N4K 3V2

PH : (519) 376-9933 FAX : (519) 376-6537

## Totals by Geographic Location

From Sep 1 21 to Sep 30 21

| Response Type  | # of Incidents | Staff Hours | Average # of Resp. Pers. |
|--|----------------|-------------|--------------------------|
| <b>4247 - Meaford</b>                                      |                |             |                          |
| 03 NO LOSS OUTDOOR fire (see exclusions)                   | 1              | 25 h 52 m   | 8.00                     |
| 31 Alarm System Equipment - Malfunction                    | 2              | 16 h 59 m   | 7.50                     |
| 59 Other Public Hazard                                     | 1              | 2 h 57 m    | 3.00                     |
| 61 Vehicle Extrication                                     | 1              | 34 h 43 m   | 18.00                    |
| 62 Vehicle Collision                                       | 1              | 10 h 32 m   | 11.00                    |
| 73 Seizure   | 1              | 5 h 0 m     | 5.00                     |
| 89 Other Medical/Resuscitator Call                         | 1              | 7 h 0 m     | 7.00                     |
| <b>Total For 4247 - Meaford:</b>                           | 8              | 103 h 3 m   | 8.38                     |
| <b>4253 - Georgian Bluffs</b>                              |                |             |                          |
| 31 Alarm System Equipment - Malfunction Alarm              | 4              | 63 h 28 m   | 8.00                     |
| 32 System Equipment - Accidental activation (exc. code 35) | 2              | 6 h 48 m    | 5.50                     |
| 36 Authorized controlled burning - complaint Power         | 1              | 2 h 0 m     | 2.00                     |
| 50 Lines Down, Arcing                                      | 1              | 10 h 41 m   | 6.00                     |
| 62 Vehicle Collision                                       | 3              | 37 h 21 m   | 8.33                     |
| 84 Medical Aid Not Required on Arrival                     | 1              | 6 h 0 m     | 6.00                     |
| 85 Vital signs absent, DOA                                 | 3              | 17 h 35 m   | 8.00                     |
| 89 Other Medical/Resuscitator Call                         | 1              | 6 h 53 m    | 7.00                     |
| <b>Total For 4253 - Georgian Bluffs:</b>                   | 16             | 150 h 46 m  | 7.06                     |
| <b>Total For Unclassified:</b>                             | 24             | 253 h 49 m  | 7.50                     |
| <b>Total Number of Responses</b>                           | 24             | 253 h 49 m  | 7.50                     |

# Inter-Township Fire Department

**Fire Chief :Jeff Gautreau**

**180th -12th Street West Owen Sound ON**

**Owen Sound ON N4K 3V2**

**PH : (519) 376-9933 FAX : (519) 376-6537**

## Training Calendar

**From Jul 1 21 to Sep 30 21**

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**Date:** Jul 7 21 **Type:** Training  
**Station:** Inter Township  
**Notes:** Pumper Operations.( Trucks 1 & 2)  
-Transition from on board tank to porta-tank.  
- Establishing water supply drafting from porta-tank.  
-running 45mm & 65mm lines off the truck to have water flow(nozzle practice).

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**Date:** Jul 14 21 **Type:** Training  
**Station:** Inter Township  
**Notes:** Pumper Operations.( Trucks 1 & 2)  
-Transition from on board tank to porta-tank.  
- Establishing water supply drafting from porta-tank.  
-running 45mm & 65mm lines off the truck to have water flow(nozzle practice).

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**Date:** Jul 15 21 **Type:** Training  
**Station:** Inter Township  
**Notes:** Grey County Regional Training Center- Markdale  
  
Dates: May 29th to 30th  
June 5th to June 6th  
- Course Take was NFPA 1002 Pump Ops Blended

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**Date:** Jul 21 21 **Type:** Training  
**Station:** Inter Township  
**Notes:** Pumper Operations.( Trucks 1 & 6)  
-Truck 6 drafted from Bay an pumped to truck 1and filled a porta-tank  
-Transition from on- board tank to porta-tank.  
- Establishing water supply drafting from porta-tank.  
-2 Porta-Tanks set -up used the jet siphon to move water from one tank to a second tank.  
-running ground monitor nozzle off the truck to have water flow(nozzle practice).

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**Date:** Jul 29 21 **Type:** Training  
**Station:** Inter Township  
**Notes:** Pumper Operations.( Trucks 1 & 2)  
-Transition from on board tank to porta-tank.  
- Establishing water supply drafting from porta-tank.  
-running 45mm & 65mm lines off the truck to have water flow(nozzle practice).

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**Date:** Aug 4 21 **Type:** Training

Training Calendar Continued  
From Jul 1 21 to Sep 30 21

**Subject:** -  
**Station:** Inter Township  
**Notes:** Command system on the water  
Show land base rescue  
Boat rescue exercise  
Throw bag exercise  
Boat safety  
Hand signals  
Review Directive 18/2012 Boat Operation  
Review SOG # 1101 Water and Ice Rescue  
Review section 21 guidance note - Water rescue

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**Date:** Aug 12 21 **Type:** Training  
**Subject:** -  
**Station:** Inter Township  
**Notes:** Command system on the water  
Show land base rescue  
Boat rescue exercise  
Throw bag exercise  
Boat safety  
Hand signals  
Review Directive 18/2012 Boat Operation  
Review SOG # 1101 Water and Ice Rescue  
Review section 21 guidance note - Water rescue

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**Date:** Aug 19 21 **Type:** Training  
**Subject:** -  
**Subject:** -  
**Station:** Inter Township  
**Notes:** RIT  
Review rapid Intervention teams  
Read guildlines for RIT  
Section 22 notes for RIT  
Command operations fire service  
MAYDAY, MAYDAY, MAYDAY  
Read Mayday guildlines for review  
Review buddy system teams  
Entry control  
  
Georgian College smoke tower did search and Rescue scenario and also did a Mayday fire fighter down mock scenario in smoke filled room. Reviewed the command system and entry control in the scenarios all with SCBA donned.

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**Date:** Aug 25 21 **Type:** Meeting



Training Calendar Continued  
From Jul 1 21 to Sep 30 21

**Station:** Inter Township  
**Notes:** Officers Meeting

Discussed  
-Any concerns over personnel.  
-Equipment.  
-Planned future training.

**Date:** Sep 1 21 **Type:** Training

**Subject:** -

**Station:** Inter Township

**Notes:** RIT  
Review rapid Intervention teams  
Read guildlines for RIT  
Section 22 notes for RIT  
Command operations fire service  
MAYDAY, MAYDAY, MAYDAY  
Read Mayday guildlines for review  
Review buddy system teams  
Entry control

Georgian College smoke tower did search and Rescue scenario and also did a Mayday fire fighter down mock scenario in smoke filled room. Reviewed the command system and entry control in the scenarios all with SCBA donned.

**Date:** Sep 15 21 **Type:** Training

**Subject:** -

**Station:** Inter Township

**Notes:** Extrication Demo by code 4  
used new combi tool  
Used all Hydraulic tools for extract  
New techniques in extraction  
cut up cars with new tool  
Safety concerns and tips  
air bags  
air curtains and cylinders

**Date:** Sep 16 21 **Type:** Training

**Subject:** -

**Station:** Inter Township

**Notes:** Assisted Chatsworth fire  
Preparing for superior tanker shuttle accreditation  
Trucks 4 and 7 dumped 2 loads of water each and re filled at water hole

**Training Calendar Continued**  
**From Jul 1 21 to Sep 30 21**

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**Date:** Sep 21 21 **Type:** Training

- 
- 
- NFPA 1001 Firefighter1 Inisfil Training
- Dates
- 
- August 27th - 9.5 hrs
- August 28th- 9.0 hrs
- August 29th- 7.5 hrs
- August 30th- 7.5 hrs
- August 31st- 7.0 hrs
- Sept 1st - 7.0 hrs
- Sept 2nd - 6.5 hrs
- Sept 3rd - 6.5 hrs
- Sept 4th - 5.5 hrs
- 
- 
- Total 66 hrs
- 
- 

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**Station:** Sep 22 21 **Type:** Meeting  
**Date:** Inter Township  
**Notes:** Officers meeting  
SOGS

**Date:** Sep 29 21  
**Station:** Inter Township  
**Notes:** Drivers Training, open to all members  
-Reviewed videos on best driving practices including proper driving , pre and post trip inspections.  
-Went through all apparatus preformed pre-trip inspections.  
-Ran all gas and electric power equipment.

**Inter-Township Fire Department**

**Fire Chief :Jeff Gautreau**

**180th -12th Street West Owen Sound ON**

**Owen Sound ON N4K 3V2**

**PH : (519) 376-9933 FAX : (519) 376-6537**

**Inspection by Property Type**

**From Jul 1 21 to Sep 30 21**

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|                                      |          |
|--------------------------------------|----------|
| <b>Assembly</b>                      | 16       |
| <b>Business and Personal Service</b> | 8        |
| <b>Industrial</b>                    | 29       |
| <b>Mercantile</b>                    | 18       |
| <b>TOTAL</b>                         | <hr/> 71 |

**Calendar Year January 1,2021 to December 31, 2021**

| Month     | Total Work Days | Inspection Days | Inspections Completed | New Inspections | Follow Up Inspections | Total Inspected to Date |
|-----------|-----------------|-----------------|-----------------------|-----------------|-----------------------|-------------------------|
| Jan 2021  | 0               | 0               | 0                     | 0               | 0                     | 0                       |
| Feb 2021  | 2               | 2               | 16                    | 0               | 0                     | 16                      |
| Mar 2021  | 5               | 7               | 49                    | 0               | 0                     | 65                      |
| Apr 2021  | 2               | 9               | 9                     | 0               | 0                     | 74                      |
| May 2021  | 2               | 11              | 2                     | 0               | 0                     | 76                      |
| June 2021 | 4               | 15              | 19                    | 0               | 0                     | 95                      |
| July 2021 | 2               | 17              | 18                    | 0               | 0                     | 113                     |
| Aug 2021  | 4               | 21              | 36                    | 0               | 0                     | 149                     |
| Sept 2021 | 4               | 25              | 17                    | 0               | 0                     | 166                     |
| Oct 2021  |                 |                 |                       |                 |                       |                         |
| Nov 2021  |                 |                 |                       |                 |                       |                         |
| Dec 2021  |                 |                 |                       |                 |                       |                         |
|           |                 |                 |                       |                 |                       |                         |

**Recommendation:**

That the Inter Township Fire Department Board accepts this report

Respectfully submitted by:



Jeff Gautreau - Acting Fire Chief



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**Date:** 2021-10-12

**From:** Steven Dollmaier, Director of Operations

**Subject** ITFD Roofing Tender Award

**Report** OPS 2021-47

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### Recommendation

That Tender RFP 2021-20, Roof Repair for the Inter-Township Fire Department Fire Hall, hereby be awarded to D.J Peat Roofing and Sheet Metal LTD. at the tender price of \$43,400.20 (excluding HST), to be completed by November 30<sup>th</sup>, 2021, and,

Whereas RFT 2021-20 has exceeded the budget amount of \$30,000.00, the remaining additional \$13,400.20 be funded from the ITFD reserve.

### Background

A roof leak has developed in the north section of the Inter-Township Fire Hall Garage Bay which needs to be repaired before the winter season. This leak is allowing water into the building along with causing damage to other parts of the roof by collecting between the roof and roofing substrate and has the potential to cause more damage to the building if not repair. This repair will hold until the roof needs to be redone in the future.

### Analysis

This tender was posted on the Township's Bids and Tender's website and the Township received one submission. The single tender was received as follows:

- i) D.J Peat Roofing and Sheet Metal LTD - \$43,400.20

The single tender was evaluated for completeness, adherence to the required specifications, and overall price.

As submitted tender met the specifications and qualifications listed, staff are recommending awarding the contract to D.J Peat Roofing and Sheet Metal LTD. for the completion of this project.

### Financial Impact

This project was included in the 2021 budget at \$30,000.00. With the lowest bidder quoting a total of \$43,400.20, the difference of \$13,400.20, will therefore be funded from the ITFD reserve.

### Strategic Priorities

#### **Deliver Effective and Cost-Efficient Services**

The Township will strive to be a leader in municipal and customer service excellence. We will continue to offer remarkable service to those we serve. We will promote operational excellence by focusing on fiscal responsibility. The corporation will be fiscally prudent, and we will invest in our staff to attract the best employees.

### Conclusion

Through the acceptance of the submitted tender for the Roof Repair for the Inter-Township Fire Department Fire Hall, staff may proceed with scheduling and implementing this budgeted project.

Respectfully Submitted: Steven Dollmaier, Director of Operations

## Report Approval Details

|                      |  |
|----------------------|--|
| Document Title:      | OPS 2021-47 ITFD Roofing Tender Award.docx |
| Attachments:         |  |
| Final Approval Date: | Oct 7, 2021                                |

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

Steven Dollmaier, Director of Operations

Kassandra Rocca, Director of Finance

Brittany Drury, Interim CAO/Clerk