

SHELBURNE & DISTRICT FIRE BOARD

March 3, 2015

The Shelburne & District Fire Department **Board of Management** was held at the Fire Hall on the above mentioned date at 7:00 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

1.1 Chair Tom Egan called meeting to order at 7:00 pm.

2 **Additions or Deletions to Agenda**

2.1 None at this time.

3. **Approval of Agenda**

3.1 **Resolution #1**

Moved by F. Nix - Seconded by W. Hannon

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

4. **Approval of Minutes**

4.1 **Resolution #2**

Moved by W. Hannon - Seconded by F. Nix

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of February 3, 2015 as circulated.

Carried

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 No delegations present.

8. **Unfinished Business**

8.1 **Update on Staff Replacements**

The board discussed the Town of Mono's proposal to attain the Secretary/Treasurer position for the Shelburne & District Fire Board. Wages were discussed as there would be an increase. This information is to be brought to the staffing review committee for discussion and report back to the fire board.

Ward & Uptigrove have created a Staff Satisfaction survey for all the fire fighters and officers to complete online and submit by the end of March 2015. All responses will be dealt with. A copy of the survey is to be sent to the review committee first.

A job description for the Fire Chief is currently being prepared and will be presented to the sub-committee at the next scheduled meeting.

9. **New Business**

9.1 **Letter from Office of Fire Marshal**

The Town of Shelburne received a letter from the Ontario Fire Marshal. There were two vulnerable occupancies, which now are in compliance.

The Secretary/Treasurer will advise the Ontario Fire Marshal the new email addresses for the Town of Shelburne employees.

9.2 **Digital Copier/Printer/Scan & Fax**

Acting Fire Chief Ed Walsh explained to the board the issues he is experiencing with the existing photocopier. He presented a proposal to lease a new machine.

Resolution #3

Moved by: J. Elliott – Seconded by: G. Little

BE IT RESOLVED THAT:

The Shelburne & District Fire Board authorize the Chair to sign a lease agreement with Excel Business Systems for a 66 month period of \$72/month for a Canon Image Runner 2525 Digital Copier/Printer/Scanner and Fax.

Carried

10. **Chief's Report**10.1 **Monthly Report (February 2015)**

There were a total of 21 calls for the month of February. The department participated in Shelburr Fest on the Family Day Weekend.

10.2 **Update from Acting Fire Chief**

-Sign Update

-Jaws of Life

Quotes were reviewed by the board on an excel spreadsheet and the following motion was passed:

Resolution #4

Moved by: J. Horner – Seconded by: H. Hayes

BE IT RESOLVED THAT:

The Shelburne & District Fire Board authorize the Acting Fire Chief to purchase the 9'5" x 3'8" LED screen from Libertelevision in the amount of \$19,940.00 plus taxes as per quote #203042B dated January 19, 2015.

And further that the funds for this purchase come from the Ontario Fire Service Grant 2005.

Carried

Acting Chief Ed Walsh reported to the board that the Jaws of Life main set is now 35 years old and has been consistently serviced annually. Unfortunately it can no longer be repaired if it were to break down. The Fire Fighter's Association is working on raising money to put towards the purchase of a new one. It was

proposed that 3 sets of RAMS could be bought by the association at the same time as the board purchases the Jaws & Cutters for approximately \$28,000. It was discussed that the jaws and cutters be budgeted and purchased in 2016 through the Capital Budget.

11. **Future Business**

11.1. Nothing at this time.

12. **Accounts & Payroll**

12.1 **Resolution #5**

Moved by J. Horner - Seconded by G. Little

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$13,428.00 for the period of January 31st, 2015 to February 27th, 2015 as presented and attached be approved for payment.

Carried

12.2 **Resolution #6**

Moved by J. Elliott – Seconded by G. Little

BE IT RESOLVED THAT:

Payroll for the following month(s) be approved for payment:

February 2015 - \$16,744.50

Carried

13. **Confirming and Adjournment**

13.1 **Resolution #7**

Moved by J. Elliott – Seconded by J. Horner

BE IT RESOLVED THAT:

All actions of the Board Members and Officers of the Shelburne and District Fire Board of Management, with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed; And each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed.

Carried

13.2 **Resolution #8**

Moved by J. Horner – Seconded by J. Elliott

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 7:59 pm to meet again on April 7, 2015 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Carey Holmes

Carey Holmes, AMCT
Secretary-Treasurer

Approved:

Tom Egan

Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of March 3, 2015

Municipality / Member	Present	Absent
Township of Amaranth		
Heather Foster	X	
Gail Little	X	
Town of Mono		
Ken McGhee		X
Fred Nix	X	
Township of Melancthon		
Janice Elliott	X	
Wayne Hannon	X	
Town of Shelburne		
Tom Egan	X	
Ken Bennington	X	
Township of Mulmur		
Heather McIntosh-Hayes	X	
Janet Horner	X	
Staff		
Ed Walsh – Acting Fire Chief	X	
David Holmes - Captain	X	
Carey Holmes - Sec/Treas.	X	