

SHELBURNE & DISTRICT FIRE BOARD

October 22nd, 2014

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 K. McGhee

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

4. **Approval of Minutes**

4.1 **Resolution #2**

Moved by N. Malek - Seconded by F. Nix

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of September 2, 2014 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 **Outdoor Ice Rink at the KTH Park**

Firefighters Tony Quesnelle and Andrew Kirkham addressed the board with respect to a proposed outdoor ice rink at the KTH Park, asking for the Department's assistance with flooding the ice rink. There were a number of concerns discussed; no policy has been adopted yet by the board for use of fire department equipment, insurance coverage if there was damage to the truck, continual use of the truck for flooding and maintenance of the rink, the cost of fuel to run the truck, etc.

The Board decided to put the proposal to a vote:

Option #1 – Yes, ok until the Board develops a policy.

0 in favour

Option #2 – Do not make a decision tonight, go back to each respective Council's

0 in favour

Option #3 – Donate \$500.00 towards the installation of a winterized water tap assembly at the field beside KTH.

Unanimous – all in favour

For future years, the Board suggested a proposal be drawn up by the firemen including the size of rink, location, amount of water, etc., and be presented formally. By next year at this time, the board should have a formal policy adopted for the use of fire department equipment for purposes other than emergencies, fire prevention and public education. The following motion was then passed:

Resolution #3

Moved by N. Malek – Seconded by H. Hayes

BE IT RESOLVED THAT:

The Shelburne & District Fire Board approved funding up to \$500.00 from the 2014 budget from line item 4100-0600 for the construction of a winterized water tap assembly at the field beside KTH under supervision of the Shelburne & District Fire Department.

Carried

8. **Unfinished Business**

8.1 **Staffing Review Committee – Update – “In Camera”**

Resolution #4

Moved by K. McGhee – Seconded by L. Hilchey

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following at 8:15 pm:

PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES.

Carried

Resolution #5

Moved by N. Malek – Seconded by H. Foster

BE IT RESOLVED THAT:

We do now rise and report progress at 9:10 pm .

Carried

Resolution #6

Moved by F. Nix – Seconded by L. Hilchey

BE IT RESOLVED THAT:

The chair and vice chair proceed with instructions given in-camera.

Carried

9. **New Business**

9.1 **Motion from the Town of Shelburne**

A motion from the Town of Shelburne was discussed by the board members with respect to the 30 recommendations from the Fire Marshalls Office and the issue of hiring a Fire Prevention Officer. The Town of Shelburne have compiled answers to the 30 recommendations and have sent them to the OFM for comment. Copies of Shelburne's response can be sent to the other municipalities. Chair Tom Egan reported that some discussion took place in camera at the Town of Shelburne Council meeting held on Monday, October 20, 2014 with respect to the FPO hiring. Tom reported that 90% of the FPO Officer's job description has been completed. A complete package is to be presented to council on Monday, November 3, 2014 for full Shelburne Council approval. Further details with respect to this matter were discussed in-camera.

9.2 **Financial Statement Review (*MVC uncollectible)**

The Secretary-Treasurer presented a trial balance to the board. Following a brief discussion, the following motions were passed:

Resolution #7

Moved by H. Hayes – Seconded by: N. Malek

BE IT RESOLVED THAT:

The Shelburne & District Fire Board accept the Financial Statement Trial Balance as presented by the Secretary-Treasurer dated October 17th, 2014.

Carried

Resolution #8

Moved by B. Besley – Seconded by F. Nix

BE IT RESOLVED THAT:

Invoice 12-184 and Inspection Invoice 27-02-13 totalling \$1,445.00 be written off as uncollectible.

Carried

10. **Chief's Report**

10.1 **Monthly Report (September 2014)**

There were a total of 22 calls for the month of September. There were 149 calls at this time last year (2013), and so far this year the department has received 199 calls.

10.2 **Update from Chief / Deputy-Chief**

The Chief reported that they held a 25 year retirement party for Captain Eric Horsley on September 27th, 2014.

Chief Horsley also reported that they had hired 4 new recruits effective October 1st, 2014. The following motion was then passed:

Resolution #9

Moved by K. McGhee – Seconded by: B. Besley

BE IT RESOLVED THAT:

The following personnel be added to the roster effective October 1, 2014, as firefighter recruits:

Matthew Giles
Ken Little
Shane Stephen
Devon Suttell

Carried

The Chief also reported to the fire board that due to changes in the legislation, he does not feel comfortable signing off on certain documents and would like to request that Captain Mike Morrell be appointed as “acting” Fire Prevention Officer until such time as the Town hires one. The Chief reported that as Chief he has the authority to delegate this responsibility. Mike has obtained all of the requirements being Fire Prevention Officer, Provincial Offences Officer and Fire and Life Safety Officer. The Chief reported that Mike has been doing the work already over the past several months and has been paid hourly for his time. Chair Tom Egan reported that this matter will be further discussed during the In-Camera session of the meeting.

11. **Future Business**

11.1. None.

12. **Accounts & Payroll**

12.1 **Resolution #10**

Moved by K. McGhee - Seconded by Fred Nix

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$92,802.21 for the period of August 27th, 2014 to October 17th, 2014 as presented and attached be approved for payment.

Carried

12.2 **Resolution #11**

Moved by L. Hilchey – Seconded by N. Malek

BE IT RESOLVED THAT:

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

September 2014 - \$14,624.17

Carried

13. **Confirming and Adjournment**

13.1 **Resolution #12**

Moved by N. Malek – Seconded by L. Hilchey

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 #13**

Moved by N. Malek – Seconded by H. Hayes

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 9:18 p.m. to meet again on November 4th, 2014 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 October 22nd, 2014

Municipality / Member	Present	Absent
Township of Amaranth		
Brian Besley	X (arrived at 7:30pm)	
Heather Foster	X	
Town of Mono		
Ken McGhee	X	
Fred Nix	X	
Township of Melancthon		
Janice Elliott		X
Nanci Malek	X	
Town of Shelburne		
Tom Egan	X	
Ken Bennington	X	
Township of Mulmur		
Lynn Hilchey	X	
Heather Hayes	X	
Staff		
Steve Horsley - Chief	X	
Ed Walsh - Dep. Chief	X	
Carey Holmes - Sec/Treas.	X	
David Holmes - Captain	X	