

## **SHELBURNE & DISTRICT FIRE BOARD**

April 4, 2017

The Shelburne & District Fire Department **Board of Management** meeting 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 the meeting to order at 7:04 pm.

#### **2. Additions or Deletions**

##### **2.1 Resolution # 1**

Moved by F. Nix – Seconded by K. McGhee

#### **BE IT RESOLVED THAT:**

The following item(s) be added to the agenda:

9.2 PTSD Policy

9.3 OFM – 30 Recommendations

9.4 Deputy Chief Recruitment – Hiring Committee

That the following items be deferred to a future meeting:

10.1 Monthly Reports (February 2017)

10.2 Update from Fire Chief

**Carried**

3. **Approval of Agenda**

3.1 **Resolution # 2**

Moved by W. Mills – 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 # 3**

Moved by W. Hannon – Seconded by H. Foster

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of March 7, 2017 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.

8.0 **Unfinished Business**

8.1 **2017 Operating Budget**

The Board discussed and stated there is nothing further required.

## 8.2 Shelburne and District Fire Board 2016 Financial Statements

### Resolution # 4

Moved by W. Hannon – Seconded by K. McGhee

BE IT RESOLVED THAT:

The Shelburne & District Fire Board accept and approve the Draft Consolidated Financial Statements for the year end of December 31, 2016 prepared by RLB as presented by the Secretary-Treasurer.

AND THAT the Secretary-Treasurer be authorized to sign the representation letter.

**Carried**

## 8.3 Review of Board Agreement

### Resolution # 5

Moved by W. Mills – Seconded by W. Hannon

BE IT RESOLVED THAT:

The motion of March 7, 2017 regarding the Board agreement be rescinded as the review of the agreement is not in the Shelburne and District Fire Board's purview.

AND FURTHER THAT each participating Fire Board municipality's Council holds the authority to review the current agreement.

**Carried**

## 8.4 Personnel Matters – Closed Session

### Resolution # 6

Moved by J. Elliott – Seconded by P. Mills

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go "in camera" to discuss the following at 7:26 pm:

Personnel Matters about an identifiable individual, including municipal or local board employees.

**Carried**

**Resolution # 7**

Moved by H. Foster – Seconded by W. Hannon

BE IT RESOLVED THAT:

We do now rise and report progress at 7:32 pm.

**Carried**

**9. New Business****9.1 SDFD Facebook Presentation**

The Fire Chief presented and reviewed the Shelburne & District Fire Departments Facebook page to the Board. This presentation demonstrated to the Board the ability Facebook has to get messages out to the public.

**9.2 PTSD Policy**

The Board advised the Chief to contact Dufferin County's Health and Safety Advisor as she is contracted by the municipalities for Health and Safety and might already have something drafted.

**9.3 OFM – 30 Recommendations**

The Board will be directing their CAO's to discuss this matter as it is a municipal issue not a Board issue.

The Chief distributed a flyer about an upcoming Essentials of Municipal Fire Protection and Emergency Management seminar.

**9.4 Deputy Chief Recruitment – Hiring Committee**

The Chief advised the board that the job ads have been sent out with a closing date of April 20, 2017. The Chief will also be hosting an information night for potential volunteer fire fighter applicants on April 10, 2017.

The Chief needs two Board Members to sit on the interview panel, Tom Egan and Paul Mills will be the Board representatives.

12. **Accounts & Payroll – February 2017**

12.1 **Resolution # 8**

Moved by J. Elliott – Seconded by P. Mills

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$23,967.94 for the period of March 2<sup>nd</sup>, 2017 to March 24<sup>th</sup>, 2017 as presented and attached be approved for payment.

**Carried**

12.2 **Resolution # 9**

Moved by P. Mills – Seconded by J. Elliott

**BE IT RESOLVED THAT:**

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

March 2017 - \$25,442.08

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 10**

Moved by J. Elliott – Seconded by P. Mills

**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 # 11**

Moved by H. Foster – Seconded by W. Hannon

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:33 pm to meet again at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

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Tom Egan  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of April 4<sup>th</sup>, 2017

Municipality / Member	Present	Absent
<b>Township of Amaranth</b>		
Heather Foster	X	
Gail Little	X	
<b>Town of Mono</b>		
Ken McGhee	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Janice Elliott	X	
Wayne Hannon	X	
<b>Town of Shelburne</b>		
Tom Egan	X	
Wade Mills	X	
<b>Township of Mulmur</b>		
Paul Mills	X	
Janet Horner		X
<b>Staff</b>		
Brad Lemaich – Fire Chief	X	
Nicole Hill – Sec/Treas.	X	