

## **SHELBURNE & DISTRICT FIRE BOARD**

February 6, 2018

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 Secretary, Nicole Hill, called meeting to order at 7:03 pm.

#### 2. **Appointments of:**

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

Moved by W. Mills – Seconded by J. Elliott

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

As required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2018:

Chairperson: Walter Benotto

**Carried**

##### 2.2 **Resolution # 2**

Moved by F. Nix – Seconded by H. Foster

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

Although not required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2018:

Vice-Chairperson: Janice Elliott

**Carried**

**2.3 Resolution # 3**

Moved by W. Mills – Seconded by P. Mills

**BE IT RESOLVED THAT:**

As required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2018:

Secretary-Treasurer: Nicole Hill

**Carried**

**2.4 Resolution # 4**

Moved by P. Mills – Seconded by W. Mills

**BE IT RESOLVED THAT:**

As required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2018:

Auditors: RLB, LLP

**Carried**

**3. Additions or Deletions****3.1 Resolution # 5**

Moved by W. Mills – Seconded by P. Mills

**BE IT RESOLVED THAT:**

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

10.2 Health and Safety Policy Statement

**Carried**

4. **Approval of Agenda**

4.1 **Resolution # 6**

Moved by P. Mills – Seconded by W. Mills

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as amended.

**Carried**

5. **Approval of Minutes**

5.1 **Resolution # 7**

Moved by K. McGhee – Seconded by H. Foster

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of December 5, 2017 as circulated.

**Carried**

6. **Pecuniary Interest**

6.1 No pecuniary interest declared.

7. **Public Question Period**

7.1 No public present.

8. **Delegations / Deputations**

8.1 No delegations present.

9. **Unfinished Business**

9.1 **2018 Truck Purchase**

The Chief put on a presentation for the Board regarding the RFP process and stated that the RFP was sent to ten potential respondents, however, only five submitted proposals. The Chief requested the ability to start negotiations with preferred respondents.

A special meeting will be called once negotiations are complete.

**Resolution # 8**

Moved by W. Mills – Seconded by W. Hannon

BE IT RESOLVED THAT:

The Shelburne & District Fire Board authorizes the Chief to commence negotiations with the preferred proponents regarding the purchase of a pumper truck in accordance with RFP 01-17

AND FURTHER: that the Chief report back to the Board with a recommendation.

**Carried**

**9.2 Board Agreement**

Walter Benotto distributed a draft agreement and asked the Board to review.

The Board Agreement Committee will meet on Wednesday February 28<sup>th</sup> at 6:00 PM

**10. New Business****10.1 Proposed Regulation Changes to the Fire Protection and Prevention Act**

The Chief asked all Board members to take this back to their Councils. The proposed changes would require mandatory risk assessments and mandatory certification for all fire fighters which could mean \$8,000 to \$12,000 in training costs per fire fighter.

The Chief will provide a letter and motion to each municipality and County.

**10.2 Health and Safety Policy Statement****Resolution # 9**

Moved by J. Horner – Seconded by W. Benotto

BE IT RESOLVED THAT:

THE Shelburne and District Fire Board adopts the Health and Safety Policy Statement and authorizes the Chair and Chief to sign the Statement

AND THAT this Health and Safety Policy Statement replaces the Health and Safety Policy in place since 2010

AND as amended and circulated to all participating municipalities.

**Carried**

11. **Chief's Report**

11.1 **Monthly Reports (December 2017 & January 2018)**

There were a total of 25 calls for the month of December.

There were a total of 30 calls for the month of January.

11.2 **Update from Fire Chief**

The Chief completed and released RFP 17-001 – Triple Combination Pumper. The Chief also received and compiled data from all respondents for the aforementioned RFP.

The Chief attended a 3 day Commercial Cooking Inspection Course at the Ontario Fire College.

12. **Future Business:**

12.1 None at this time.

13. **Accounts & Payroll – December 2017 and January 2018**

13.1 **Resolution # 10**

Moved by W. Benotto – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$56,457.01 for the period of November 29<sup>th</sup>, 2017 to January 31<sup>st</sup>, 2018 as presented and attached be approved for payment.

**Carried**

13.2 **Resolution # 11**

Moved by W. Benotto – Seconded by G. Little

**BE IT RESOLVED THAT:**

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

December 2017 - \$17,640.13

January 2018 - \$30,552.26

**Carried**

14. **Confirming and Adjournment**

14.1 **Resolution # 12**

Moved by F. Nix – Seconded by K. McGhee

**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**

14.2 **Resolution # 13**

Moved by G. Little – Seconded by F. Nix

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:51 pm to meet again on March 6, 2018 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

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Walter Benotto  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of February 6 <sup>th</sup> , 2018
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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>		
Walter Benotto	X	
Wade Mills	X	
<b>Township of Mulmur</b>		
Paul Mills	X	
Janet Horner	X	
<b>Staff</b>		
Brad Lemaich – Fire Chief	X	
Jeff Clayton – Deputy Chief	X	
Nicole Hill – Sec/Treas.	X	