

SHELBURNE & DISTRICT FIRE BOARD

June 6, 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 Vice Chair, Janice Elliott, called the meeting to order at 7:05 pm.

2. **Additions or Deletions**

2.1 **Resolution # 1**

Moved by P. Mills – Seconded by W. Hannon

BE IT RESOLVED THAT:

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

3.2 Update on Chair of the Board

8.5 Update on Deputy Chief Recruitment

Carried

3. **Approval of Agenda**

3.1 **Resolution # 2**

Moved by K. McGhee – Seconded by W. Mills

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

3.2 **Update on Chair of the Board**

The Secretary provided an update to the Board on the Chair's health. The Board chose to elect a second Vice Chair.

Resolution # 3

Moved by F. Nix – Seconded by W. Hannon

BE IT RESOLVED THAT:

The Shelburne and District Fire Board elect Gail Little as second Vice Chair.

Carried

4. **Approval of Minutes**4.1 **Resolution # 4**

Moved by F. Nix – Seconded by P. Mills

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of April 4, 2017 as circulated.

Carried

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No public present.

Resolution # 5

Moved by G. Little – Seconded by J. Horner

BE IT RESOLVED THAT:

As the annual report was distributed at the meeting of March 7, 2017, that the minutes be amended to include the 2016 Annual Report as received by the board.

Carried

7. **Delegations / Deputations**

7.1 No delegations present.

8.0 **Unfinished Business**

8.1 **2017 Operating & Capital Budgets**

The Board received the motions from Mono and Mulmur.

8.2 **Board Agreement**

The Board discussed the approach that should be taken to review/update the current agreement.

Resolution # 7

Moved by K. McGhee – Seconded by W. Mills

BE IT RESOLVED THAT:

The SDFB recommends that the current Contract Dated 15th day of October 1991 and signed by each participating municipality be updated to reflect Provincial Legislation and Municipal By-laws now in effect;

And furthermore, the SDFB requests that each participating municipality submit identified updates that they would like to have considered in an updated contract.

Carried

8.3 **PTSD Policy**

Resolution # 6

Moved by W. Mills – Seconded by K. McGhee

BE IT RESOLVED THAT:

The Shelburne and District Fire Board receives and adopts the Post Traumatic Stress Disorder Prevention Policy # 2017-02.

Carried

8.5 **Update on Deputy Chief Recruitment**

Member, Heather Foster, will fill in for Chair, Tom Egan, in the Deputy Chief interviews on June 12th at 6:00 pm.

The Chief advised the Chief McNeilly from the Grand Valley Fire Department will be conducting the Deputy Chief interviews on the Chief's behalf to ensure that there are no perceived bias'.

8.4 Personnel Matters – Closed Session

Resolution # 8

Moved by K. McGhee – Seconded by W. Mills

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following at 8:21 pm:

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

Carried

Resolution # 9

Moved by W. Mills – Seconded by P. Mills

BE IT RESOLVED THAT:

We do now rise and report progress at 8:40 pm.

Carried

9. New Business

9.1 2018 Truck Replacement

The Chief advised the Board that to have a truck delivered in 2018, he needs to start shopping now. He is currently estimating the cost at \$450,000.00.

The Chief would like to be kept up to date on future growth within each municipality as it will help him in choosing a truck that will be suitable for the next 10 plus years.

The Board would like this to go through the RFP process for transparency purposes.

The Chief will bring forward his proposals and the Board would like to see specs and costs for the September meeting.

9.2 Trial Balance as of June 2, 2017

The Board would like to see the next report show a comparison to the budget.

10.0 Chief's Report:**10.1 Monthly Reports – January, February, March, April & May 2017**

There were a total of 38 calls for the month of January and there was 1 Building Inspected.

There were a total of 22 calls for the month of February and there was 1 Building Inspected.

There were a total of 21 calls for the month of March and there were 3 Buildings Inspected.

There were a total of 19 calls for the month of April and there were 2 Buildings Inspected.

There were a total of 22 calls for the month of May and there were 3 Buildings Inspected.

10.2 Update from Fire Chief

The Chief attended the Ontario Association of Fire Chiefs Annual Conference which included attending 15 educational seminars and a large 2 day trade show. Attended the OFM Entry Warrant and Part 1 Offense Notice workshop in Hanover. Completed a major cleaning of the Captain's Office, Storage room and radio room.

11. Future Business:

11.1 None at this time.

12. Accounts & Payroll – April & May 2017**12.1 Resolution # 10**

Moved by P. Mills – Seconded by K. McGhee

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$42,745.21 for the period of March 25, 2017 to June 1, 2017 as presented and attached be approved for payment.

Carried

12.2 **Resolution # 11**

Moved by W. Hannon – Seconded by H. Foster

BE IT RESOLVED THAT:

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

April 2017 - \$22,432.64
May 2017 - \$17,579.74

Carried

13. **Confirming and Adjournment**

13.1 **Resolution # 12**

Moved by P. Mills – Seconded by W. Hannon

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 W. Hannon – Seconded by H. Foster

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 9:30 pm to meet again on September 5, 2017 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Tom Egan
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of June 6, 2017

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
Wade Mills	X	
Township of Mulmur		
Paul Mills	X	
Janet Horner	X	
Staff		
Brad Lemaich – Fire Chief	X	
Nicole Hill – Sec/Treas.	X	