

## **SHELBURNE & DISTRICT FIRE BOARD**

March 7, 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 7:02 pm.

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

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

Moved by J. Elliott – Seconded by W. Mills

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

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

9.6 Shelburne and District Fire Board 2016 Financial Statements \_\_\_\_\_

9.7 Motion from Township of Melancthon RE: Funding for Fire Department Infrastructure

That the following items be deleted from the agenda:

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 J. Elliott

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

The Board of Management approves the agenda as amended.

**Carried**

9. **New Business:**

9.1 2016 Annual Report

**Resolution # 3**

Moved by W. Hannon – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne and District Fire Board accepts the 2016 Annual Report presented by the Fire Chief and requested that the Secretary forward the report to the participating municipalities.

**Carried**

The Chief presented the 2016 Annual Report to the board which stated that the department responded to 310 incidents in 2016, put on 13 Public Education presentations and had 50 scheduled training sessions. In 2016, the SCBA equipment was replaced and vehicle extrication safety equipment was also purchased.

9.5 **Personnel Matters – Closed Session**

**Resolution # 4**

Moved by F. Nix – Seconded by K. McGhee

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following at 7:41 pm:

Personal matters about an identifiable individual, including municipal or local board employees.

**Carried**

**Resolution # 5**

Moved by K. McGhee – Seconded by F. Nix

BE IT RESOLVED THAT:

We do now rise and report progress at 7:59 pm.

4. **Approval of Minutes**

4.1 **Resolution # 6**

Moved by J. Elliott – Seconded by W. Mills

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of February 14, 2017 as circulated.

**Carried**

Fred Nix asked for clarification regarding the sample By-Law and who is responsible for taking it to the municipalities. The Chief advised that he will work with the Fire Chiefs in the appropriate municipalities and that they will take the By-Laws to the municipalities.

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****Resolution # 7**Moved by W. Mills – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board approve the draft 2017 Operating Budget as presented in accordance with the terms of Joint Management Agreement dated October 15, 1991.

Tom Egan	Yea
Wade Mills	Yea
Heather Foster	Nay
Ken McGhee	Yea
Fred Nix	Yea
Janice Elliott	Nay
Wayne Hannon	Yea
Paul Mills	Yea
Janet Horner	Yea

**Carried**9. **New Business**9.2 **Proposed Salary Schedule for Volunteer Firefighters****Resolution # 8**Moved by W. Mills – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board adopts the proposed salary schedule for Volunteer Firefighters to be effective January 1, 2017.

**Carried**

The board is advised that the change to the salary schedule is a reduction in the Deputy Fire Chief's annual salary.

**9.3 Board Agreement Review****Resolution # 9**

Moved by J. Horner – Seconded by W. Hannon

BE IT RESOLVED THAT:

Mayor Paul Mills, Deputy Mayor Ken McGhee and Deputy Mayor Janice Elliott be charged to bring together the Mayors and Deputy Mayors and staff of all participating Fire Board municipalities to address our current Board agreement. This should occur by fall 2017.

**Carried**

**9.4 MTO Report Requestor for Billing Purposes**

The Secretary updated the Board. A 7 page survey has to be completed and returned to MTO.

**9.6 Shelburne and District Fire Board 2016 Financial Statements****Resolution # 10**

Moved by P. Mills – Seconded by W. Hannon

BE IT RESOLVED THAT:

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

**Carried**

**9.7 Motion from Township of Melancthon RE: Funding for Fire Department Infrastructure**

The Board received the motion.

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

12.1 **Resolution # 11**

Moved by P. Mills – Seconded by K. McGhee

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$22,908.55 for the period of February 2<sup>nd</sup>, 2017 to March 1<sup>st</sup>, 2017 as presented and attached be approved for payment.

**Carried**

12.2 **Resolution # 12**

Moved by P. Mills – Seconded by J. Elliott

**BE IT RESOLVED THAT:**

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

February 2017 - \$9,946.26

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 13**

Moved by W. Hannon – Seconded by F. Nix

**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 # 14**

Moved by W. Hannon – Seconded by F. Nix

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 9:00 pm to meet again on April 4, 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 March 7<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	