

SHELBURNE & DISTRICT FIRE BOARD

May 5th, 2015

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 J. Elliott - Seconded by H. Foster

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

4. **Approval of Minutes**

4.1 **Resolution #2**

Moved by H. Foster - Seconded by J. Horner

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of April 7, 2015 as circulated.

Carried

Resolution #3

Moved by W. Hannon – Seconded by F. Nix

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of April 15, 2015 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.

8. Unfinished Business**8.1 Update on Staff Replacements**

The Secretary-Treasurer will be emailing all submitted resumes for the Secretary-Treasurer position to the sub-committee, along with a scoring sheet. The sub-committee will meet on Thursday, May 14th, 2015 at 4:30 pm to discuss the scoring and chose those to be interviewed. The posting closes on May 7th, 2015.

The board discussed the Fire Chief position, and the process in which the interview stages will be handled. The board agreed that they do not wish for OFMEM advisor Joe Casey to attend a meeting of the board at this time to discuss this matter. It was agreed that someone would be contacted in order to do a technical review of the applications. John Telfer has been asked to sit in as an HR rep with the sub-committee during the process. The posting closes on May 21st, 2015.

9. **New Business**

9.1 **Memo from Mulmur**

The board discussed whether or not a policy should be created, and whether or not each municipality needs to make the request if they want to be notified. As the memo was vague with respect to details, the board then passed the following motion:

Resolution #4

Moved by: J. Elliott – Seconded by: K. Bennington

BE IT RESOLVED THAT:

The Shelburne & District Fire Board receives the memo dated April 20, 2015 from Mulmur Township Re: Notification of Road Incidents and that the board ask Mulmur to respond with more detail and clarification on their request around defining incidents and timelines.

Carried

9.2 **Health & Safety Policy**

The board reviewed the updated document and requested that a date be included on the document.

Resolution #5

Moved by: J. Elliott – Seconded by: J. Horner

BE IT RESOLVED THAT:

The Health & Safety Policy of the Shelburne & District Fire Department be adopted for the calendar year 2015; and further that Chair Tom Egan be authorized to sign same.

Carried

10. **Chief's Report**

10.1 **Monthly Report (April 2015)**

There were a total of 24 calls for the month of April. Captain David Holmes answered any questions the board had with respect to the report.

10.2 Update from Acting Fire Chief

Captain David Holmes reported that there have been 20 resumes received from the ad that was placed in the paper for Volunteer Firefighters. The department is presently looking to fill 2 positions. Firefighter Os Fleming was promoted to Captain to replace vacancy left by Captain Eric Horsley's retirement.

It was discussed that there should be recognition to employers by placing a "thank-you" ad in local newspapers. It has been several years since any type of recognition went out.

Resolution #6

Moved by: K. McGhee – Seconded by: G. Little

BE IT RESOLVED:

The Shelburne & District Fire Department request a letter of appreciation to businesses that accommodate fire department employee(s) being able to attend emergency calls during their work time. An acknowledgement notice should be sent to the Free Press, Citizen and Banner and Alliston newspapers for public awareness; and Dundalk.

Carried

There have been several grass fires this year so far. It was discussed that going forward, a fire ban from March 15 – May 15 may help with this issue. The board asked that a report be compiled to provide costs associated with grass fires.

11. **Future Business**

11.1. Nothing at this time.

12. **Accounts & Payroll**

12.1 **Resolution #7**

Moved by J. Horner - Seconded by H. Foster

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$35,172.86 for the period of April 3rd, 2015 to April 30th, 2015 as presented and attached be approved for payment.

Carried

12.2 **Resolution #8**

Moved by W. Hannon – Seconded by J. Horner

BE IT RESOLVED THAT:

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

April 2015 - \$17,023.65

Carried

13. **Confirming and Adjournment**

13.1 **Resolution #9**

Moved by K. McGhee – 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 #10**

Moved by F. Nix – Seconded by J. Horner

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:35 pm to meet again on June 2nd, 2015 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

Tom Egan
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of May 5, 2015

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	
Ken Bennington	X	
Township of Mulmur		
Heather Mcintosh-Hayes		X
Janet Horner	X	
Staff		
Ed Walsh – Acting Fire Chief		X (Chiefs Convention)
David Holmes - Captain	X	
Carey Holmes - Sec/Treas.	X	