

SHELBURNE & DISTRICT FIRE BOARD

April 1st, 2014

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 No additions or deletions

3. **Approval of Agenda**

3.1 **Resolution #1**

Moved by N. Malek - Seconded by H. Foster

Be it Resolved that the Board of Management approves agenda as presented.

Carried

4. **Approval of Minutes**

4.1 **Resolution #2**

Moved by H. Foster - Seconded by N. Malek

Be it Resolved that the Board of Management adopt the minutes under the date of March 4, 2014 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 None at this time.

8. **Unfinished Business**

8.1 **FPO Officer - Update**

The Town of Shelburne is in the process of creating a job description for this position. The number of hours for this position is still unknown. It is also too early for the Schedule of Fees to be determined. Once the job is defined, the hiring process will be a competitive posting. The target date is June.

8.2 **Staffing Review Committee - Update**

There is still some research to do for the job descriptions prior to the sub-committee releasing them to the full board for approval. The committee will be meeting soon (tentative date set for May 6th, 2014). All of the performance reviews have been completed with the exception of the Fire Chief. It was suggested that since there has never been a performance review for the current Fire Chief that an interim evaluation be conducted with a follow up evaluation in 6 months, in order to allow time for goals to be reached.

9. **New Business**

9.1 **Unit #1**

Captain David Holmes discussed with the Board Unit #1, a 1989 Pumper Truck that has a broken shackle and needs repaired. It was reported that the cost to repair could be as low as \$900.00 but there is no guarantee that it could possibly cost as much as \$4,000.00. The problem is finding used parts that match the age of the truck, but parts have been located that can be used which should keep the cost down. The truck is no longer a front line pumper but is good as a backup truck. It is used for driver training because it is a smaller vehicle for the firemen to learn on. For scrap metal, the department could receive approximately \$1,000.00 for it, and at an auction you may get as high as \$3,500.00 but there is no guarantee of that. It was suggested by Captain Holmes that no more than

\$2,000.00 be spent on it for repairs and that the board needs to decide whether or not to repair it or dispose of it. After some discussion, the Board decided that it was time to dispose of the vehicle and entrusted the officers to investigate and determine the best possible method of disposal in order to achieve the highest value. The following motion was then passed:

Resolution #3

Moved by K. McGhee - Seconded by B. Besley

Be it Resolved that the Shelburne & District Fire Board, after a review of the 1989 pumper truck Unit #1 by fire department staff, recommends that the unit be sold for highest value and that the revenues be placed in the capital account.

Carried

9.2 **Heat Sensor Monitoring at Fire hall**

The Fire Chief reported that the Fire Hall in Shelburne currently does not have any fire (heat sensor) monitoring. The Chief asked permission to obtain quotes for the installation of heat sensors and monitoring of same. The board agreed that we should obtain quotes to be received and reviewed at the next Board meeting. It was also suggested to check other local town properties that have this service provided to see if we can be added to their monitoring plan for a discounted fee.

9.3 **Financial Statement Review**

The Secretary-Treasurer presented the first quarter financial statement review. It was reported that Hydro One had recently paid their invoices for the ice storm that took place last year and therefore the miscellaneous revenue column shows a higher than normal amount of revenue. The following motion was passed:

Resolution #4

Moved By F. Nix – Seconded by N. Malek

Be it Resolved that the Shelburne & District Fire Board accept the Financial Statement Trial Balance as presented by the Secretary-Treasurer dated March 28th, 2014.

Carried

10. **Chief's Report**

10.1 **Monthly Reports (March 2014)**

There were a total of 15 calls for the month of March. There was a discussion regarding the Melancthon Manor fire that took place in March. There have been orders issued, the OFM is involved and the owners are working co-operatively to restore the building to fire code. Approximately 40 hours of time has been logged against this particular incident to date.

10.2 **Update from Chief / Deputy-Chief**

The Officer's reported that the Ford Motor Company had donated a skid of outdated fire extinguishers for the department to use for demonstrations and training purposes. The Shelburne Firefighter's Association has already thanked the company for their donation.

11. **Future Business**

- 11.1 As a result of the Melancthon Manor Fire, there was a discussion with respect to conducting inspections, non-compliant buildings and where the liability lies: the Town, the Fire Board, the Building Department, the owner? The Board would like the OFM representative to come and speak to them about this and asked that they be placed on a future agenda.

12. **Accounts & Payroll**

12.1 **Resolution #5**

Moved by B. Besley - Seconded by K. McGhee

Be it Resolved that the bills and accounts in the amount of \$17,401.59 for the period of March 1st, 2014 to March 28th, 2014 as presented and attached be approved for payment. **Carried**

13.2 **Resolution #6**

Moved by L. Hilchey – Seconded by N. Malek

Be it Resolved that payroll for the following month(s) be approved for payment:

March 2014	\$14,251.00
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Carried

14. **Confirming and Adjournment**

14.1 **Resolution #7**

Moved by J. Elliott – Seconded by B. Besley

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 #8**

Moved by J. Elliott – Seconded by B. Besley

Be it Resolved that the Board of Management do now adjourn at 8:07 p.m. to meet again on June 3rd, 2014 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

Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of April 1, 2014

Municipality / Member	Present	Absent
Township of Amaranth		
Brian Besley	X	
Heather Foster	X	
Town of Mono		
Ken McGhee	X	
Fred Nix	X	
Township of Melancthon		
Janice Elliott	X	
Nanci Malek	X	
Town of Shelburne		
Tom Egan	X	
Ken Bennington	X	
Township of Mulmur		
Lynn Hilchey	X	
Heather Hayes	X	
Staff		
Steve Horsley - Chief	X	
Ed Walsh - Dep. Chief	X	
Carey Holmes - Sec/Treas.	X	
David Holmes - Captain	X	