

SHELBURNE & DISTRICT FIRE BOARD

April 7, 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 K. McGhee - 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 J. Horner - Seconded by K. McGhee

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of March 3, 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 John Telfer – Town of Shelburne

It was stated that the Town of Mono has withdrawn their offer of overseeing the Secretary-Treasurer position for the Shelburne & District Fire Department. It was brought to the Board's attention that The Shelburne & District Fire Board Agreement needs to be amended through a by-law, which will not limit the board to hire an employee from one of the municipalities. A few concerns arose; supervision and remuneration, computer and accounting software would be required, would the board be the supervisor of this position, and would this position be a contract position (the library board and the CDRC board have employees). It was discussed that a job description would be needed and should be advertised soon. It was agreed that the staffing review committee will meet to discuss. The Shelburne & District Fire Board will empower the sub-committee to proceed with the available job advertisement for a Secretary-Treasurer. The following motion was then passed:

Resolution #3

Moved by: H. Hayes – Seconded by: F. Nix

BE IT RESOLVED THAT:

WHEREAS the Town of Shelburne has given notice regarding the administration responsibilities for the Fire Board to be expired as of the end of March 2015;

AND WHEREAS the sub-committee of the Fire Board have not provided any recommendations to the Fire Board as far as next steps;

AND WHEREAS the Town of Shelburne recommends the Fire Board Agreement be amended to allow administrative duties of the Secretary/Treasurer of the Board to be open to proposals rather than restrictive to participating municipalities' employees only;

AND WHEREAS the advertising of the position of the Secretary/Treasurer needs to be completed to complete the transition of the duties;

NOW THEREFORE BE IT RESOLVED THAT the Board approves the wording to be changed as an amendment to the agreement and brought forward to each Council for ratification at their next Council meeting. **Carried**

8. **Unfinished Business**

8.1 **Update on Staff Replacements**

John Telfer offered the board assistance with the process of staff replacements. It was mentioned again that a cost sharing formula needs to be drafted for the additional hours of the FPO services as Shelburne will not always be contributing as much as they have offered in 2015.

The board agreed that the sub-committee needs to take John Telfer up on his offer to assist and to meet as soon as possible. A sub-committee meeting date was set for Thursday, April 9th, 2015, 7:00 pm at the Town Hall and the following motion was then passed:

Resolution #4

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

The Shelburne & District Fire Board direct the Human Resource Sub-Committee comprised of a representative from each of the participating municipalities on the Shelburne & District Fire Board, working with the Town of Shelburne CAO to:

- a) Develop a job description for the Secretary-Treasurer position
- b) Advertise the said position in appropriate venues
- c) Develop a job description for the Chief/FPO position and bring it back to the board at the May 2015 meeting

Carried

9. **New Business**

9.1 **Financial Statement Review**

Resolution #5

Moved by: K. McGhee – Seconded by: W. Hannon

BE IT RESOLVED THAT

The Shelburne & District Fire Board accept the Financial Statement Trial Balance as presented by the Secretary-Treasurer dated April 2nd, 2015.

10. **Chief's Report**

10.1 **Monthly Report (March 2015)**

There were a total of 11 calls for the month of March, and inspections are continuing in the area.

10.2 **Update from Acting Fire Chief**

Acting Fire Chief Ed Walsh reported that the ad has gone out in the local newspaper for new recruits. He also wanted a reminder to be sent to all of the municipalities to please inform the Fire Department of any road closures in our catchment area – even for events and short periods of time – not just for road construction. The new photocopier has been installed at the fire department and the LED sign has been ordered.

11. **Future Business**

11.1. Nothing at this time.

12. **Accounts & Payroll**

12.1 **Resolution #6**

Moved by J. Horner - Seconded by W. Hannon

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$26,736.14 for the period of February 28th, 2015 to April 2nd, 2015 as presented and attached be approved for payment.

Carried

12.2 **Resolution #7**

Moved by H. Hayes – Seconded by K. McGhee

BE IT RESOLVED THAT:

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

March 2015 - \$10,451.30

Carried

13. **Confirming and Adjournment**

13.1 **Resolution #8**

Moved by H. Foster – 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 #9**

Moved by W. Hannon – Seconded by J. Horner

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:08 pm to meet again on May 5th, 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 April 7, 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	
David Holmes - Captain	X	
Carey Holmes - Sec/Treas.	X	