

## **SHELBURNE & DISTRICT FIRE BOARD**

February 4, 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 (Tom Egan introduced Ken Bennington to the Board. Ken will be replacing Walter Benotto as Shelburne's rep for 2014)

### 1. **Opening of Meeting**

- 1.1 Secretary-Treasurer Carey Holmes called meeting to order at 7:00 pm. The Board Members were advised that the position of Chair and Vice Chair were open for re-appointment for the 2014 calendar year and the floor was opened to nominations.

### 2. **Appointments Of:**

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

Moved by B. Besley – Seconded by H. Foster

**Be it Resolved** that as required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) Of the Board for the year 2014:

Chairperson: Tom Egan

**Carried Carey Holmes**

Chair Tom Egan then took over the proceedings of the meeting.

#### 2.2 **Resolution #2**

Moved by K. McGhee – Seconded by F. Nix

**Be it Resolved** that although not required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2014:

Vice-Chairperson: Brian Besley

**Carried**

### 2.3 Resolution #3

Moved by B. Besley – Seconded by J. Elliott

**Be it Resolved** that as required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, Shelburne and District Fire Department Joint Board of management do hereby appoint the following officer(s) of the Board for the year 2014:

Auditors: RLB, LLP

**Carried**

### 2.4 Resolution #4

Moved by J. Elliott – Seconded by H. Hayes

**Be it Resolved** that as required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2014:

Secretary-Treasurer: Carey Holmes, AMCT

**Carried**

## 3 Additions or Deletions to Agenda

3.1 Development Charge Study – requested by Ken McGhee

## 4. Approval of Agenda

### 4.1 Resolution #5

Moved by K. Bennington - Seconded by B. Besley

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

**Carried**

## 5. Approval of Minutes

### 5.1 Resolution #6

Moved by H. Hayes - Seconded by L. Hilchey

**Be it Resolved** that the Board of Management adopt the minutes under the date of November 5, 2013 as circulated.

**Carried**

6. **Pecuniary Interest**

6.1 No pecuniary interest declared.

7. **Public Question Period**

7.1 No Public Present

8. **Delegations / Deputations**

8.1 None at this time.

9. **Unfinished Business**

9.1 **2014 Budget Update**

The Secretary-Treasurer reported that all five municipalities have passed the operating and capital budgets. The 2014 Cost Sharing Breakdown is done and the municipalities will be billed accordingly.

10. **New Business**

10.1 **2013 Draft Audited Financial Statements**

The Secretary-Treasurer present the Draft 2013 Audited Statements. After some discussion, the following motion was passed:

**Resolution #7**

Moved By H. Foster – Seconded by N. Malek

**BE IT RESOLVED THAT:**

The Shelburne and District Fire Board receives the 2013 Draft Consolidated Financial Statements for the year ending December 31<sup>st</sup>, 2013 from RLB, LLP; and further the Board requests that the final copy of the Financial Statements be forwarded to the participating municipalities as soon as possible.

**Carried**

## 10.2 FPO Officer

### Resolution #8

Moved by K. Bennington – Seconded by H. Hayes

#### BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following at 7:43pm:

PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES

**Carried**

### Resolution #9

Moved by K. McGhee – Seconded by B. Besley

#### BE IT RESOLVED THAT:

We do now rise and report progress at 8:04pm.

**Carried**

By way of a verbal motion moved by F. Nix and Seconded by K. McGhee, the Secretary-Treasurer was asked to write a letter to the Town of Shelburne asking their position with respect to the hiring of a FPO; and further that personal expenses be reimbursed to the “acting” FPO of the department at this time.

## 10.3 Development Charge Study

Board member Ken McGhee reported that the Shelburne Library was working on a report to the Town of Shelburne with respect to the Town’s Development Charge Study and he wondered whether or not the fire department would be doing the same thing. The Secretary-Treasurer reported that a document had been submitted to the Town of Shelburne with respect to future growth needs of the fire department and that a copy would be provided to the other participating municipalities once it becomes a public document, as Shelburne council has not seen it yet. It was asked that this could be placed on the next agenda as it will be available by then.

## 11. **Chief's Report**

### 11.1 **Monthly Reports (Nov & Dec 2013 & Jan 2014)**

There were a total of 28 calls for the month of November, 23 calls for the month of December and 31 calls for the month of January. There were a total of 209 calls for 2013 year.

#### **Resolution #10**

Moved by B. Besley – Seconded by K. McGhee

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

The Shelburne and District Fire Board send a letter of congratulations to the Shelburne and District Firefighters Association for the outstanding success of their 2013 annual Christmas Toy & Food Drive. (a meaningful significance to kids)

**Carried**

### 11.2 **Update from Chief / Deputy-Chief – Thank you to local businesses**

The Fire Chief asked the board for approval to come up with a form of “thank you” to the local businesses that allow their employees to leave work to attend fire calls. An example as a thank you to Dufferin Windows and Shelburne Memorials (for example) would be a plaque to hang on the wall. A parchment letter or certificate of appreciation could also be created as a form of recognition. A thank you could also be placed in the local paper as awareness to volunteerism and local businesses. The Chief was directed to come up with something suitable.

The Chief also reported on a letter he had just received from the Minister of Consumer Services with respect to changes being made the legislation regarding the location of propane filling stations. They would like an update and/or comments by March 21<sup>st</sup>, 2014. The Chief was directed to check into this and report back at the next meeting on how this affects the SDFD coverage area.

## 12. **Future Business**

12.1 Board Member Nanci Malek asked that the following items be added to the agenda for the next meeting: Mutual Aid Communications, OFM Report Update and Staffing Review Committee/HR Committee/Performance Reviews.

## 13. **Accounts & Payroll**

### 13.1 **Resolution #11**

Moved by K. Bennington - Seconded by B. Besley

**Be it Resolved** that the bills and accounts in the amount of \$46,459.16 for the period of November 2, 2013 to January 29, 2014 as presented and attached be approved for payment. **Carried**

### 13.2 **Resolution #12**

Moved by B. Besley – Seconded by K. Bennington

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

November 2013	\$17,642.43
December 2013	\$13,461.64 (3 weeks)
January 2014	\$21,848.25 (5 weeks)
	<b>Carried</b>

## 14. **Confirming and Adjournment**

### 14.1 **Resolution #13**

Moved by H. Hayes – Seconded by K. Bennington

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 #14**

Moved by K. Bennington – Seconded by H. Hayes

Be it Resolved that the Board of Management do now adjourn at 8:36 p.m. to meet again on March 4, 2014 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

*Carey Holmes*

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Carey Holmes, AMCT  
Secretary-Treasurer

Approved:

*Tom Egan*

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Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of February 4, 2014

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