

SHELBURNE & DISTRICT FIRE BOARD

January 6th, 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 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 2015 calendar year and the floor was opened to nominations.

2. **Appointments of:**

a) **Resolution #1**

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

Be it Resolved that as required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) Of the Board for the 2015:

Chairperson: Tom Egan

Carried Carey Holmes

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

b) **Resolution #2**

Moved by: H. Foster – Seconded by: K. McGhee

Be it Resolved that although not required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the Following Officer(s) of the Board for the year 2015:

Vice-Chairperson: Janice Elliott

Carried

c) **Resolution #3**

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

Be it Resolved that as required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) Of the Board for the year 2015:

Secretary-Treasurer: Carey Holmes, AMCT
Carried

d) **Resolution #4**

Moved by: J. Horner – Seconded by: K. McGhee

Be it Resolved that as required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2015.

Auditors: RLB, LLP
Carried

3. **Additions or Deletions to Agenda**

3.1 **Resolution #5**

Moved by: F. Nix – Seconded by: W. Hannon

Be it Resolved that the following item(s) be added to the agenda:

Under New Business:
Motion from Township of Melancthon Re: Double Hatter
McIntyre Barn Fire, Amaranth
Meeting Schedule

Carried

4. **Approval of Agenda**

4.1 **Resolution #6**

Moved by: J. Horner - Seconded by: K. Bennington

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

5. **Approval of Minutes**

5.1 **Resolution #7**

Moved by: K. McGhee - Seconded by: J. Elliott

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of November 4, 2014 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 No delegations present.

9. **Unfinished Business**

9.1 None at this time.

10. **New Business**

10.1 **Enbridge Gas Letter**

The Secretary-Treasurer explained to the Board the letter received from Enbridge Gas and the background leading up to the invoices in question. It was reported that the Town of Shelburne is currently investigating whether or not the costs for the gas line breaks can be charged and collected from the developer.

10.2 Draft Budget (to be presented at meeting)

The Secretary-Treasurer presented the Operating and Capital Budgets. Discussions took place about paving the fire hall parking lot as well as purchasing an electronic scrolling sign for the fire hall, with messages for the public regarding fire prevention education. Grant money that we are currently holding on to could be used for this sign. It was also agreed that the acceptable bottom line would be no larger than 3% and the Secretary-Treasurer was asked to bring back a budget using the previous year's surplus to offset the increase to that.

Resolution #8

Moved by: K. McGhee – Seconded by: K. Bennington

Be it Resolved that the SDFB request the acting Chief to investigate an electronic information sign which could assist with the educational safety initiatives of the Fire Department. **Carried**

10.3 Personnel Matter – “In Camera”

Resolution #9

Moved by: G. Little – Seconded by: J. Elliott

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following at 8:05 pm:

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

LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS

Carried

Resolution #10

Moved by: J. Horner – Seconded by: G. Little

BE IT RESOLVED THAT:

We do now rise and report progress at 9:10 pm

Carried

Resolution #11

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

Be it Resolved that the Staffing Review Committee be comprised of:

Shelburne – Tom Egan
 Mono – Fred Nix
 Mulmur – Janet Horner
 Melancthon – Wayne Hannon
 Amaranth – Heather Foster

Carried

Resolution #12

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

Be it Resolved that Chair Tom Egan be authorized to sign personnel documents on behalf of the fire board with respect to Chief and Deputy Chief.

Carried

Resolution #13

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

Be it Resolved that Deputy Chief Ed Walsh be appointed as Acting Fire Chief commencing January 1, 2015, until such time as a Fire Chief has been permanently appointed.

And Further that compensation be adjusted in accordance with signed agreement.

Carried

Resolution #14

Moved by: F. Nix – Seconded by: K. Bennington

Be it Resolved that the SDFB agree in principle that:

- a) The staffing review committee will commence procedures for the hiring of a full time Fire Chief/Fire Prevention Officer by the SDFB, and
- b) The staffing review committee develop a formula for how this new position will be funded.

Carried

Resolution #15

Moved by: J. Elliott – Seconded by: G. Little

Be it Resolved that the staffing & review committee move forward in the hiring process for a new secretary-treasurer for the Shelburne & District Fire Board.

Carried

Resolution #16

Moved by: J. Horner - Seconded by: K. McGhee

Be it Resolved that the wage schedule discussed in camera be approved for 2015.

Carried

10.4 Added Items

Fire Board Meetings – will remain the same, the first Tuesday of each month. Agreement states that we must meet at least 6 times a year – the Board usually tries not meet during the months of July and August.

McIntyre Barn Fire – Amaranth board member Heather Foster requested some clarification as to why Grand Valley trucks were on the scene and then left and asked that something in writing be submitted to Amaranth Township.

Melancthon Township - Double Hatter Motion – item was discussed by the board and received as information.

11. Chief's Report**11.1 Monthly Reports (Nov & Dec 2014)**

There were a total of 19 calls for the month of November and 18 calls for the month of December. Attendance for practice was normal.

11.2 Update from Chief / Deputy-Chief

The Shelburne & District Fire Department received a thank you letter from the Shepherds Cupboard Food Bank and was read aloud for all to hear.

The Fire Chief expressed his concern with the current parking lot area, it is uneven and slippery, and the fire trucks could possibly slide into the fire hall building trying to make the turn. This item was previously discussed during budget deliberations.

The 1982 heater in the bays of the fire hall is not working properly. The parts to fix it cannot be sourced within Canada. Instead of spending money on repairs, the Acting Fire Chief will obtain a quote on a replacement heater.

The Communication equipment will need to be upgraded in the near future, as we are currently analogue and Orangeville Police Dispatch uses digital. The Acting Fire Chief is currently getting a quote from Spectrum on a cost to switch over.

The Acting Fire Chief brought up the matter dealing with the meeting that took place last year between the firefighters and the Chair and Vice Chair stating that the Officers would like this dealt with ASAP. Chair Tom Egan reported that he will be contacting Acting Fire Chief Ed Walsh regarding his concerns on this matter.

The Acting Fire Chief reported that the department currently has 26 firefighters and will be looking at bringing it back up to full complement of 30 as soon as possible.

12. **Future Business**

12.1 **Future Business**

None at this time.

12. **Accounts & Payroll**

12.1 **Resolution #17**

Moved by: W. Hannon - Seconded by: F. Nix

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$49,949.80 for the period of November 1st, 2014 to December 23rd, 2014 as presented and attached be approved for payment.

Carried

12.2 **Resolution #18**

Moved by: J. Elliott – Seconded by: H. Foster

BE IT RESOLVED THAT:

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

December 2014 - \$13,945.16

Carried

13. **Confirming and Adjournment**

13.1 **Resolution #19**

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

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 #20**

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

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 9:40 pm to meet again on February 3rd, 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

Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of January 6th, 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 Chief	X	
David Holmes - Captain	X	
Carey Holmes - Sec/Treas.	X	