

## **SHELBURNE & DISTRICT FIRE BOARD**

June 3rd, 2014

The Shelburne & District Fire Department **Board of Management** was held at the Town 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 F. Nix - Seconded by B. Besley

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

The Board of Management approves agenda as amended.

**Carried**

*Moved Item 8.3 to 12.1*

#### 4. **Approval of Minutes**

##### 4.1 **Resolution #2**

Moved by K. McGhee - Seconded by F. Nix

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

The Board of Management adopt the minutes under the date of April 1, 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 **Unit #1 – Update – John Telfer CAO/Clerk in attendance**

A few questions arose: Should the Board offer this truck to the participating municipalities? Why does Shelburne want this truck? John Telfer reported that the Town of Shelburne is interested in purchasing Unit #1 from the Shelburne & District Fire Department. The truck would be used for multiple purposes, including washing down streets and watering grass at town parks. By purchasing Unit #1, the Town will no longer need to borrow a truck from the Fire Department. After further discussion, the following motion was passed:

**Resolution #3**

Moved by: B. Besley – Seconded by: K. McGhee

**BE IT RESOLVED THAT:**

Shelburne will pay \$2,000.00 for Unit #1, then the Fireboard will accept the offer.

**Carried**

8.2 **FPO Officer – Update – John Telfer CAO/Clerk in attendance**

The Board was advised that there is work progressing on the job description for this position. The Town of Shelburne is currently working on billing and budgeting, including growth calculations. Historical data has not been of much help to the process. Multiple questions arose: What kind of vehicle will the FPO be driving? Will the Board be able to review the job description prior to it being finalized? Will the fire department still be doing public education? Who will the FPO officer answer to? What will be the protocol with respect to the relationship between the CAO, the FPO and the Chief. John Telfer reported that there will be

another 4 weeks of investigation, and then the Town should be ready to advertise for this position, as well as providing a budget number for each municipality for next year.

### 8.3 **Staffing Review Committee – Update – “In Camera Session”**

#### **Resolution #4**

Moved by: B. Besley – Seconded by: L. Hilchey

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

The Shelburne & District Fire Board do now go “in camera” to discuss the following at 8:35 pm:

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

**Carried**

#### **Resolution #5**

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

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

We do now rise and report progress at 9:15 pm

**Carried**

#### **Resolution #6**

Moved by: K. McGhee – Seconded by: N. Malek

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

The Shelburne & District Fire Board authorizes the Staffing Review Committee to use the HR firm Ward & Uptigrove Consulting and Human Resources for HR matters, with an upset limit of \$1,000.00 in fees.

**Carried**

**Resolution #7**

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

**BE IT RESOLVED THAT:**

The Shelburne and District Fire Board adopt the Job Descriptions for the positions of Fire Chief (Volunteer) and Deputy Fire Chief (Volunteer) as presented and amended accordingly.

**9. New Business****9.1 Town of Shelburne R-Zone Policy – John Telfer in attendance**

The R-Zone Policy is a policy that fosters an environment where there is Respect for yourself; Respect for others; and Responsibility for your actions. This Policy has been implemented by the Town of Shelburne. The R-Zone Policy relates more to a public level, where Bill 168 relates more to staff level. The R-Zone Policy originated in Oakville, and is now being used by the Upper Grand District School Board, therefore kids are familiar with this policy as well. John Telfer reported that signage would be put in place at all Town owned buildings including the fire hall. This policy should be made available to all staff at the fire hall by placing a copy of it in a public place.

**9.2 2014 – 2015 Communication Agreement – Orangeville Police Services**

There was some concern with the agreement with respect to paragraph 7 which indicates they have no liability. The Secretary-Treasurer reported that this was checked with the insurance company, and they are fine with this as it is a standard clause and they will add them to our insurance annually each time the agreement is renewed. The Fire Chief reported that to change agencies it would cost a lot more than the current price we are paying. It was discussed that this may need to go to Tender in the future. It was suggested that perhaps a letter be sent to the Police and the Ambulance inquiring whether or not they are happy with their fees/service and if not, would they be interested in going to Tender together. It was requested that this item be put back on the September agenda for future business.

**Resolution #8**

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

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board of Management authorizes Chair Tom Egan to sign the 2014/2015 Communication Agreement with the Orangeville Police Services Board for the period of July 18<sup>th</sup>, 2014 to July 18<sup>th</sup>, 2015 as presented.

**Carried**

**9.3 Mulmur Council Motion – Committees & Boards**

This was a blanket motion – Replacement member would have voting rights. The Board has concern over this. Therefore, Mulmur will look into this legally and report back to the board.

**9.4 New OFMEM Advisor**

An email was received from Dennis Gannon informing us that our new Fire Protection Advisor would be Laura Elchyshyn. Letter was received as information.

**9.5 Financial Statement Review**

The Secretary Treasurer reported that this Financial Statement does not include May 2014 Payroll. It was mentioned that the utilities are high for this time of the year, and this is due to the bell tower that we are supposed to be reimbursed costs for.

**Resolution #9**

Moved By J. Elliott – 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 May 29<sup>th</sup>, 2014.

**Carried**

10. **Chief's Report**

10.1 **Monthly Reports (April & May 2014)**

There were a total of 10 calls for the month of April, and 17 calls for the month of May.

There was concern over the number of calls Orangeville Fire Department responds to when in fact it is in Shelburne's jurisdiction.

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

We've asked for quotes from Georgian Bay and Orangeville Fire Equipment regarding Heat Sensors.

An ad recently went in the paper advertising for new recruits. We need 5 in order to bring the roster back up to 30 firefighters.

Eric Horsley retired at the end of May 2014 after 25 years of service. A retirement party will be held at a later date.

11. **Future Business**

11.1 Agreement for Dispatch for September meeting

12. **Accounts & Payroll**

12.1 **Resolution #10**

Moved by N. Malek - Seconded by J. Elliott

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$35,651.22 for the period of March 29<sup>th</sup>, 2014 to May 29<sup>th</sup>, 2014 as presented and attached be approved for payment.

**Carried**

13.2 **Resolution #11**

Moved by L. Hilchey – Seconded by J. Elliott

**BE IT RESOLVED THAT:**

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

April 2014 - \$10,525.50  
May 2014 - \$18,364.75

**Carried**

14. **Confirming and Adjournment**

14.1 **Resolution #12**

Moved by J. Elliott – Seconded by N. Malek

**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 #13**

Moved by J. Elliott – Seconded by N. Malek

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 9:20 p.m. to meet again on July 8<sup>th</sup>, 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 June 3, 2014

Municipality / Member	Present	Absent
<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	