

SHELBURNE & DISTRICT FIRE BOARD

March 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

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 B. Besley - Seconded by J. Elliott

Be it Resolved that the Board of Management approves agenda as amended to include an in camera session. **Carried**

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 February 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 **Development Charges - Update**

The Board reviewed the letter included in the agenda package. The Secretary-Treasurer explained the letter to the Board, and provided the analysis of how the figures were arrived at.

8.2 **FPO Officer – Update**

Resolution #3

Moved by J. Elliott – Seconded by H. Hayes

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following at 7:15 pm:

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

Carried

Resolution #4

Moved by N. Malek – Seconded by B. Besley

BE IT RESOLVED THAT:

We do now rise and report progress 7:59 pm

Carried

Resolution #5

Moved by F. Nix – Seconded by N. Malek

BE IT RESOLVED THAT:

Whereas the SDFB supports in principle the hiring of a FPO by the Town of Shelburne, and Whereas the partner Municipalities of Melancthon, Amaranth, Mono and Mulmur support the concept of payment for services on an agreed upon hourly rate. Therefore, be it resolved that the SDFB requests that the Town of Shelburne prepare a proposal which would address the proposed hourly rate for services, a proposed method of requesting services and what if any impact this would have on the Operating Budget.

Carried

9. **New Business**

9.1 **Mutual Aid Communications**

Nanci Malek questioned who asks for Mutual Aid? Is it the host Municipality who decides who to call (the person in charge of the call i.e. Chief)? Who should she contact about Honeywood not being called to a barn fire? It was explained that it is not the dispatcher's call; it would be the host Fire Department to decide who dispatch should call. Andy MacIntosh also keeps everyone informed of equipment status (when trucks are down), and whether or not one department can or cannot provide service. The Mutual Aid Agreement is kept up to date.

9.2 **OFM Report – Update from Municipal Reps**

Town of Shelburne – FPO Officer will help knock a lot of areas off.

Mulmur – Will be working on it on Thursday – Progressing well.

Melancthon – Will share their report once completed. May have an issue with recommendation #16 – Dufferin County's responsibility?

9.3 **Staffing Review Committee Update**

The Staffing Review Committee attempted to meet, however, the committee was unable to reach quorum. It was discussed that the committee needs to replace Walter Benotto, or reduce the number of members from 6 to 5. The current job descriptions will be reviewed for future board approval. The next step will be job evaluations.

Resolution #6

Moved By K. McGhee – Seconded by J. Elliott

BE IT RESOLVED THAT:

The following people be appointed to the Staffing Review Committee:

Mono – Fred Nix

Shelburne – Tom Egan

Mulmur – Lynn Hilchey

Melancthon – Nanci Malek

Amaranth – Brian Besley

Carried

9.4 Township of Mulmur – Re: Prof. & Accredited Training Records Request

The Board dealt with a request from the Township of Mulmur asking for training records and education information of the current staff. The Board wondered if this involves disclosing of personal information. Names should not be disclosed. Each Fire Department is being asked for this information. The collected information would be kept without names. The Board felt that it is their responsibility to ensure that the Chief has everyone trained properly. Training is listed on the bottom of every monthly report, and all training records are kept up to date. New recruits are required to have at least one year before they even go out in a fire truck. All SDFD Officers have the accreditation and FPA 101 & 102. The SDFD would not send anyone into a building, or to any car accidents without proper training. The Board feels satisfied with the decisions the Fire Chief has made in regards to hiring qualified firefighters and continuing with training. The Board has Standard Operating Guidelines (SOG's), which are adhered to and updated annually with respect to training. The SDFD has an excellent training program that follows the Ontario Fire College Training Curriculum. The following motions were then passed:

Resolution #7

Moved by K. Bennington – Seconded by J. Elliott

BE IT RESOLVED THAT:

The request of Mulmur Township dated February 6, 2014 regarding firefighter training records be received.

Carried

Resolution #8

Moved by K. McGhee – Seconded by B. Besley

BE IT RESOLVED THAT:

That the Shelburne & District Fire Board supports the professional fire department training programs that are under taken through the supervision of the Chief, Deputy Chief and the Training Officers.

Carried

10. **Chief's Report**

10.1 **Monthly Reports (February 2014)**

There were a total of 17 calls for the month of February. There were a number of MVC's due to road conditions. A lot of CO activations because of people not shovelling out vents and meters. By July 1st, all homes are required to have CO Detectors. This information should be inserted into the Shelburne Newsletter. There were further discussions regarding the calls for February 2014. The SDFD have had 6 volunteers trained to repair/buy parts etc., for SCBA by Levitts. This can be done by the department now.

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

The Chief advised the Board that the Ministry of Consumer Services could possibly be changing the annual propane inspection. The Chief reviewed the document that was sent.

11. **Future Business**

11.1 Nothing at this time

12. **Accounts & Payroll**

12.1 **Resolution #9**

Moved by K. Bennington - Seconded by N. Malek

Be it Resolved that the bills and accounts in the amount of \$17,709.49 for the period of January 30, 2014 to February 28, 2014 as presented and attached be approved for payment. **Carried**

13.2 **Resolution #10**

Moved by N. Malek – Seconded by L. Hilchey

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

February 2014	\$14,093.75	Carried
---------------	-------------	----------------

14. **Confirming and Adjournment**

14.1 **Resolution #11**

Moved by N. Malek – 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 #12**

Moved by L. Hilchey – Seconded by N. Malek

Be it Resolved that the Board of Management do now adjourn at 8:50 p.m. to meet again on April 1, 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 February 4, 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	

