

SHELBURNE & DISTRICT FIRE BOARD

November 6th, 2012

The Shelburne & District Fire Department **Board of Management** was held at the Fire Hall on the above mentioned date at 7:00 P.M.

1. **Present**

1.1 As per attendance record

2. **Opening of Meeting**

2.1 Chair Tom Egan called meeting to order at 7:00 pm

3. **Additions or Deletions to Agenda**

3.1 No additions or deletions.

4. **Approval of Agenda**

4.1 **Resolution #1**

Moved by B. Besley - Seconded by K. McGhee

Be it Resolved that the Board of Management approves agenda as presented.
Carried.

5. **Approval of Minutes**

5.1 **Resolution #2**

Moved by K. McGhee - Seconded by J. Elliott

Be it Resolved that the Board of Management adopt the minutes under date of October 2nd, 2012 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 **Detachment Commander Steve Sills - Re: Police Reports**

Steve Sills from Dufferin OPP attended at the request of the fire board. Commander Sills reported that he has reviewed the problem of the untimely issuing of police reports with his staff. It is their intention to aim for a 2 week turn around going forward. It was also reported that the OPP have to report to the MTO within 10 days, which alerted the Secretary-Treasurer to the fact that the police reports that we wait on in order to submit our claim, are in fact already at the MTO Office - a fact that will be followed up on. Sills explained that not all MVC's result in a police report being issued. As far as the blacking out of information, the Freedom of Information dictates the information that can be released. Commander Sills stated that requests for police reports can be made in person, by fax or email. The Board thanked Commander Sills for attending and helping to shed some light on this issue.

9. **Unfinished Business**

9.1 **Staffing Review Committee Job Descriptions**

Chair Tom Egan explained to the board that the initial committee had been set up in 2009 to review a proposal made by the fire chief at the time. The committee's function then led into amending the hiring policy, establishing performance reviews and job descriptions. The committee became non-existent following the 2010 election with only one member returning to the board. 2011 and 2012 were taken up with the purchase of the aerial truck and fire hall expansion. With all of that behind the board now, it was agreed that the committee should be re-established to carry on where it left off. It was also suggested that a meeting be held after receipt of the OFM report in order that decisions can be based on the findings in the report. The following motion was then passed:

Resolution #3

Moved by K. McGhee - Seconded by J. Elliott

Be it Resolved that a staffing review committee be made up of the following members: Walter Benotto, Paul Mills, Fred Nix, Brian Besley, Nanci Malek, Tom Egan. **Carried.**

10. **New Business**

10.1 **Draft 2013 Operating & Capital Budgets; Insurance Quote for 2013**

The draft 2013 Operating and Capital Budgets were presented and the following motions were passed:

Resolution #4

Moved by F. Nix - Seconded by B. Besley

Be it Resolved that the Shelburne & District Fire Board of Management chose a deductible of \$5,000 for the new aerial truck at a cost of \$2,770 for 2013.

Carried.

Resolution #5

Moved by J. Elliott - Seconded by H. Foster

Be it Resolved that the 2012 Surplus (if any) be used to offset any operating budget increase greater than 2% and that any remaining funds be transferred to the Capital Account at year end.

Carried.

Resolution #6

Moved by F. Nix - Seconded by P. Mills

Be it Resolved that the Shelburne & District Fire Board adopt the 2013 Operating Budget as amended in the amount of \$343,308.00 and requests that it be circulated to the participating Municipalities for approval.

Carried.

Resolution #7

Moved by B. Besley - Seconded by N. Malek

Be it Resolved that in accordance with the adopted 5 year capital plan the regular capital levy be set at \$95,000.00 for the year 2013, and that this request be circulated to the participating Municipalities for approval, and further that a review of our Capital Plan be conducted and any required adjustments be proposed for the 2014 Capital Budget.

Carried

The board was also informed that the Bell Tower Agreement would be going to Shelburne Council on November 12th, 2012 at which point there would be more information available as to how the funding and administration of the contract would come together.

11. **Chief's Report**

11.1 **Monthly Report (October 2012)**

The Fire Chief reported 24 calls for the month of October. A lot of practice time in October was spent getting the hall and trucks ready for the open house.

11.2 **Update from Chief / Deputy-Chief**

The Chief reported that the trainer from E-One would be coming up from Florida for 3 days of training on the aerial truck November 9, 10, & 11th, 2012. The training will take place out in the industrial subdivision off of County Road 11 south of town.

The Deputy-Chief reported that the water tower will be undergoing repairs which will require the emptying of the tower on November 21st, 2012. All neighbouring fire department have been notified and will be on standby.

The board was notified that the annual Christmas Dinner and recognition awards night would be Saturday, December 8th, 2012 at the Agricultural Building. The Secretary-Treasurer reported that an email reminder would go out to the board.

12. **Future Business**

12.1 SOG's for Aerial Truck

13. **Accounts & Payroll**

13.1 **Resolution #8**

Moved by B. Besley - Seconded by N. Malek

Be it Resolved that the bills and accounts in the amount of \$868,392.61 for the period of September 29th, 2012 to October 29th, 2012 as presented and attached be approved for payment. **Carried.**

13.2 **Resolution #9**

Moved by N. Malek - Seconded by Brian Besley

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

October 2012	\$15,608.35	Carried.
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14. **Adjournment**

14.1 **Resolution #10**

Moved by N. Malek - Seconded by B. Besley

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 #11**

Moved by J. Elliott - Seconded by N. Malek

Be it Resolved that the Board of Management do now adjourn at 8:30 p.m. to meet again 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 November 6th, 2012

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	
Nancy Malek	X	
Town of Shelburne		
Tom Egan	X	
Walter Benotto	X	
Township of Mulmur		
Paul Mills	X	
Heather Mcintosh-Hayes		X
Staff		
Steve Horsley - Chief	X	
Ed Walsh - Dep. Chief	X	
Carey Holmes - Sec/Treas.	X	
David Holmes - Captain	X	