

SHELBURNE & DISTRICT FIRE BOARD

April 2, 2013

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 W. Benotto - Seconded by F. Nix

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 W. Benotto

Be it Resolved that the Board of Management adopt the minutes under date of March 5th, 2013 as amended.
Carried.

6. **Pecuniary Interest**

6.1 No pecuniary interest declared.

7. **Public Question Period**

7.1 No persons in attendance.

8. **Delegations / Deputations**

8.1 John Telfer, CAO/Town Clerk, The Corporation of the Town of Shelburne

John Telfer presented a report to the members of the Board, pertaining to the secretarial duties of the Shelburne & District Fire Board. This report is pending council approval. Kristy Stevens will be performing the duties of Secretary to the Fire Board. Carey Holmes will be the mentor for the staff at the Town of Shelburne.

John Telfer explained to the Board that there will be a minimum of 90 days for Kristy to understand the process of secretary, at which time the arrangement will be evaluated. Chair Tom Egan read aloud a letter from the Township of Amaranth verifying their intention for the role to leave Amaranth when Carey leaves. The Board questioned the transfer of information from the Township of Amaranth to the Town of Shelburne. Carey confirmed the transition would go well. Payroll will now change from cheques to direct deposit and will be outsourced to a payroll company.

Resolution #3

Moved by L. Hilchey – Seconded by W. Benotto

Be it Resolved that the report dated March 28th, 2013 from the CAO/Clerk of the Town of Shelburne be received as presented, amended and circulated;

AND FURTHER THAT the CAO/clerk will provide services as outlined in the report for the immediate interim period;

AND FURTHER THAT the long term plan will determine a mutually agreed agreement between the Board and the Town of Shelburne or another arrangement mutually agreed upon by the board;

AND FURTHER THAT point "I", the administration fee will be negotiated with the Town of Shelburne.

Carried

Resolution #4

Moved by W. Benotto – Seconded by H. Foster

Be it Resolved that the Shelburne & District Fire Board of Management authorizes the Secretary-Treasurer to prepare an RFP for banking services for the Shelburne & District Fire Department and further that the financial institution be located within the Town of Shelburne.

Carried

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

The three new recruits are working out well. A quarterly review was done on them.

Board Member Lynn Hilchey lead the discussion regarding electric cars stating that training is needed for Hybrid vehicles. Captain David Holmes reported that the fire fighters are trained on New Car Technology.

Board Member Ken McGhee asked about the status of the Bell Tower. The Chief reported that they have requested permission to come onto the property to start test holes & work will hopefully be started in April.

12. **Future Business**

12.1 None at this time.

13. **Accounts & Payroll**

13.1 **Resolution #6**

Moved by W. Benotto - Seconded by F. Nix

Be it Resolved that the bills and accounts in the amount of \$151,419.15 for the period of March 2nd, 2013 to March 28th, 2013 as presented and attached be approved for payment **Carried.**

13.2 **Resolution #7**

Moved by K. McGhee - Seconded by H. Mcintosh-Hayes

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

March 2013 \$15,943.97

Carried.

14. **Adjournment**

14.1 **Resolution #8**

Moved by N. Malek - Seconded by K. McGhee

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 #9**

Moved by L. Hilchey - Seconded by N. Malek

Be it Resolved that the Board of Management do now adjourn at 7:55 p.m. to meet again on June 4th, 2013 at 7:00 p.m. or at the call of the Chair. **Carried.**

Respectfully submitted by:

Carey Holmes

Carey Holmes, AMCT
Secretary-Treasurer

Approved:

Brian Besley

Vice Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of April 2nd, 2013

| 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 | | |
| Heather McIntosh-Hayes | X | |
| Lynn Hilchey | X | |
| Staff | | |
| Steve Horsley - Chief | X | |
| Ed Walsh - Dep. Chief | X | |
| Carey Holmes - Sec/Treas. | X | |
| David Holmes - Captain | X | |