

SHELBURNE & DISTRICT FIRE BOARD

September 3, 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 F. Nix - Seconded by W. Benotto

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

5. **Approval of Minutes**

5.1 **Resolution #2**

Moved by N. Malek - Seconded by L. Hilchey

Be it Resolved that the Board of Management adopt the minutes under the date of June 4, 2013 as circulated.
Carried.

6. **Pecuniary Interest**

6.1 No pecuniary interest declared.

7. **Public Question Period**

7.1 No Public

8. **Delegations / Deputations**

8.1 No Delegations

9. **Unfinished Business**

9.1 **Ark II Shelter - Update**

Tom Egan spoke with the head planner at the NEC. The closing costs were not specific from the Ministry of Public Safety, but indicated it would probably be the responsibility of Melancthon. There has been no activity this summer and has heard nothing. There have not been any recent postings on his website either.

9.2 **OFM Report**

The Chair reported that there was a meeting held in Melancthon on June 11, 2013, which involved personnel & councillors from the 3 municipalities included in the report. Each municipality was asked to determine how many man hours would be needed for an FPO. The Town of Shelburne met a week ago with fire department personnel and discussed that there may be a need for a full time FPO Officer. We are unsure where the other two municipalities are at this stage and further research is needed. This person would have to be a town employee. Details would need to be discussed in order to have the other municipalities purchase this service from Shelburne. The town is requesting potential hours from all the participating municipalities, not just Melancthon and Mulmur. Therefore please consult your respective council's on this matter. Mayor Hill will convene a follow-up meeting. The OFM have been advised that it will be resolved in 6 to 12 months. The Town of Shelburne has already submitted their letter to the OFM with timelines.

10. **New Business**

10.1 **Financial Statement Review**

The Secretary-Treasurer presented a trial balance for review. The following items were reported on by the Secretary-Treasurer: the holdback for the building is coming due soon and that a final inspection has been conducted with the Engineers; the pager lease was done in June; there is a new expense line for Ceridian which is the company preparing payroll now; the banking service transfer from the CIBC in Orangeville to the TD in Shelburne has been completed; the report does not include the August wages.

Board Member Nanci Malek requested some clarification as to what the Secretary-Treasurer receives as remuneration. The Secretary-Treasurer reported that during the office hours of 8:30 to 4:30 a regular salary is paid by the Town of Shelburne, for which the Town is reimbursed by the fire board annually based on the budgeted

amount as set – this was the same arrangement when the Secretary-Treasurer worked for the Township of Amaranth and has been the same arrangement since the fire board was formed in 1992. The Secretary-Treasurer does not receive any of these funds personally. The funds are used by the host municipality to offset the cost of time spent on fire board related duties during regular office hours.

When the Secretary-Treasurer attends board meetings or any other meetings that occur outside office hours on behalf of the Fire Board, the Secretary-Treasurer is paid per meeting as per the 2003 motion of the board. If a meeting occurs during office hours a meeting expense is not submitted by the Secretary-Treasurer as the remuneration is already covered by the host municipality (Amaranth in the past, and Shelburne now).

The fire department does not run on office hours and the department has always had their own secretary, even prior to the formation of the joint board of management. The secretary for the fire department works for the Fire Chief, Deputy Fire Chief and Senior Officers. Responsibilities include any other business that is performed outside of regular office hours and is paid monthly by the fire department. The secretary duties do not include treasury functions. This monthly dollar amount was set by the board and included a lap top in order to perform this work from home. These duties include writing letters, writing reports, assisting with the updating of training records, assisting with the organization of special events and any other matters that may arise.

The position of “Secretary-Treasurer for the Fire Board” and the position of “Secretary for the Fire Department” just happen to be filled by the same person at this point in time and at no time does the remuneration for either of these positions overlap.

Resolution #3

Moved By K. McGhee – Seconded by H. Foster

The Shelburne and District Fire board accept the Financial Statement Trial Balance as presented by the Secretary-Treasurer dated August 30th, 2013.

11. **Chief's Report**

11.1 **Monthly Report (June, July and August 2013)**

There were a total of 18 calls for the month of June, 11 calls for the month of July and 10 calls for the month of August.

There were a number of training sessions during these months, which included Search and Rescue, Vehicle Maintenance and Auto Extrication.

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

On October 5, 2013, there will be an Open House at the Shelburne and District Fire Hall from 10am – 4pm, which is also the beginning of Fire Prevention Week.

12. **Future Business**

12.1 2014 Budget – a draft to be presented at the November meeting.

13. **Accounts & Payroll**

13.1 **Resolution #4**

Moved by H. Foster - Seconded by B. Besley

Be it Resolved that the bills and accounts in the amount of \$121,054.24 for the period of June 1, 2013 to August 30, 2013 as presented and attached be approved for payment. **Carried.**

13.2 **Resolution #5**

Moved by N. Malek - Seconded by L. Hilchey

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

June 2013	\$13,088.97
July 2013	\$11,747.22
August 2013	\$12,044.47

Carried.

14. **Confirming and Adjournment**

14.1 **Resolution #6**

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 #7**

Moved by N. Malek - Seconded by J. Elliott

Be it Resolved that the Board of Management do now adjourn at 8:09 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 September 3rd, 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		
Paul Mills (alternate)	X	
Lynn Hilchey	X	
Staff		
Steve Horsley - Chief	X	
Ed Walsh - Dep. Chief	X	
Carey Holmes - Sec/Treas.	X	
David Holmes - Captain	X	