

SHELBURNE & DISTRICT FIRE BOARD

February 14, 2017

The Shelburne & District Fire Department **Board of Management** meeting was held at the Fire Hall on the above mentioned date at 4:30 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

1.1 Chair, Tom Egan, called meeting to order at 4:37 pm.

2. **Appointments of:**

2.1 **Resolution # 1**

Moved by F. Nix – Seconded by J. Horner

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2016:

Chairperson: Tom Egan

Carried

2.2 **Resolution # 2**

Moved by J. Horner – Seconded by K. McGhee

BE IT RESOLVED THAT:

Although not required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2016:

Vice-Chairperson: Janice Elliott

Carried

2.3 Resolution # 3

Moved by P. Mills – Seconded by K. McGhee

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2016:

Secretary-Treasurer: Nicole Hill

Carried

2.4 Resolution # 4

Moved by K. McGhee – Seconded by P. Mills

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2016:

Auditors: RLB, LLP

Carried

3. Additions or Deletions**3.1 Resolution # 5**

Moved by J. Elliott – Seconded by G. Little

BE IT RESOLVED THAT:

The following item(s) be added to the agenda:

10.5 2017 Cost Sharing

Carried

4. **Approval of Agenda**

4.1 **Resolution # 6**

Moved by J. Horner – Seconded by W. Mills

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

5. **Approval of Minutes**

5.1 **Resolution # 7**

Moved by G. Little – Seconded by J. Horner

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of December 6, 2016 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 No delegations present.

10. **New Business**

10.1 **Letter from Township of Mulmur RE: Motor Vehicle Collision Billing**

Mayor Paul Mills advised the board on how Mulmur/Melancthon Fire Board is utilizing billing with OPP Reports.

The Board Secretary was advised to attempt to start the process and to advise the Board if she is unable to proceed.

9. **Unfinished Business**

9.1 **2017 Operating Budget**

The Board Secretary presented a revised Operating Budget for 2017 and advised the Board that there was a small deficit in the Operating Budget at the end of 2016.

Amaranth feels that Shelburne should put the additional \$50,000.00 in again this year to offset the Chief's salary. Melancthon feels that the growth Shelburne is experiencing won't be realized for 3 years therefore Shelburne needs to put more money into the budget.

Mono stated that the Fire Chief was hired to be a 50/50 split between Fire Chief/Fire Prevention Officer but feels that it has actually been more of a 90/10 split. Amaranth stated that a 90/10 split is unacceptable. The Fire Chief advised that a more realistic split should be a 75/25 or 80/20 split.

The Board Secretary is to distribute the Boards agreement from 1991 and each Board member is to take the agreements back to their Councils.

10. **New Business**

10.2 **Fire Board Checklist**

Fire Chief updated the Board regarding the checklist.

10.3 **Sample Fire Department Establishing and Regulating By-Law**

The Fire Chief presented the sample by-law to the Board. The Board would like to see a deadline of the end of May for having the by-laws for each municipality completed.

10.4 **Personnel Matters – Closed Session**

Resolution # 8

Moved by W. Mills – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go "in camera" to discuss the following at 5:48pm:

Personal matters about an identifiable individual, including municipal or local board employees.

Carried

Resolution # 9

Moved by G. Little – Seconded by W. Mills

BE IT RESOLVED THAT:

We do now rise and report progress at 5:59pm.

10.5 2017 Cost Sharing

The Board Secretary shared the 2017 Cost Sharing spreadsheet with the Board.

11. Chief's Report**11.1 Monthly Reports (December 2016 & January 2017)**

There were a total of 25 calls for the month of December, no Buildings were inspected and no Fire Safety Plans were reviewed.

There were a total of 39 calls for the month of January, 2 Buildings were inspected, 1 Fire Safety Plans was reviewed and 1 Site Plan was reviewed.

11.2 Update from Fire Chief

The Chief attended the Dufferin County General Government Services meeting and the Orangeville Police Service dispatcher fire specific training session.

The Chief has begun the initial research into the replacement of Pumper 27 coming up in 2018 and researched repairs into Rescue 26 scene lighting.

12. Future Business:

12.1 None at this time.

13. Accounts & Payroll – December 2016 and January 2017**13.1 Resolution # 10**

Moved by G. Little – Seconded by J. Elliott

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$44,997.42 for the period of November 25th, 2016 to February 7th, 2017 as presented and attached be approved for payment.

Carried

13.2 **Resolution # 11**

Moved by J. Horner – Seconded by G. Little

BE IT RESOLVED THAT:

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

December 2016 - \$20,596.57
January 2017 - \$25,846.87

Carried

14. **Confirming and Adjournment**

14.1 **Resolution # 12**

Moved by J. Elliott – Seconded by G. Little

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. Horner – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 6:20 pm to meet again on March 7, 2017 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Tom Egan
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of February 14 th , 2017
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Municipality / Member	Present	Absent
Township of Amaranth		
Heather Foster	X	
Gail Little	X	
Town of Mono		
Ken McGhee	X	
Fred Nix	X	
Township of Melancthon		
Janice Elliott	X	
Wayne Hannon	X	
Town of Shelburne		
Tom Egan	X	
Wade Mills	X	
Township of Mulmur		
Paul Mills	X	
Janet Horner	X	
Staff		
Brad Lemaich – Fire Chief	X	
Nicole Hill – Sec/Treas.	X	