

SHELBURNE & DISTRICT FIRE BOARD

September 6th, 2016

The Shelburne & District Fire Department Board of Management meeting 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 the meeting to order at 7:03 pm.

2. **Additions or Deletions**

2.1 **Resolution # 1**

Moved by J. Elliott – Seconded by K. McGhee

BE IT RESOLVED THAT:

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

8.2 OPP Release of Information for Billing Purposes

9.5 Review of Protocol for Lodging a Complaint against a Resident

11.2 Formula for FPO Duties

11.3 Fire Chief's 1st Annual Performance Review (October 15, 2016)

Carried

3. **Approval of Agenda**

3.1 **Resolution # 2**

Moved by K. McGhee – Seconded by J. Elliott

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

4. **Approval of Minutes**

4.1 **Resolution # 3**

Moved by J. Elliott – Seconded by W. Hannon

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of June 7, 2016 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 No delegations present.

8. **Unfinished Business**

8.1 **2016 Budget – Town of Mono Resolution**

Resolution # 4

Moved by J. Elliott – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management receives the resolution from The Town of Mono dated July 4, 2016 RE: 2016 Operating Budget.

Carried

8.2 **OPP Release of Information for Billing Purposes**

An employee from the Township of Mulmur has applied to be able to receive MTO reports on behalf of the Mulmur/Melancthon Fire Department.

The Board would like to put this on the back burner for 6 months; check in with Mulmur to see how they are doing to see if we want to proceed with the process.

Resolution # 5

Moved by J. Elliott – Seconded by K. McGhee

BE IT RESOLVED THAT:

The SDFB review the option of obtaining designation to allow access to MTO reports on accidents for billing purposes, in March/April 2017 and to allow monitoring of the implementation of this process in Mulmur/Melancthon.

Carried

9. **New Business**

9.1 Draft Policy Review

The Board reviewed and discussed the policies presented.

Resolution # 6

Moved by G. Little – Seconded by K. Bennington

BE IT RESOLVED THAT:

The Board of Management receives the following DRAFT policies from the Board Secretary:

- Policy No. 2016-01 Designated Holidays
- Policy No. 2016-02 Vacation
- Policy No. 2016-03 Vehicle Usage

Carried

9.2 RFP Discussion

The Chief advised the Board that the RFP was released on August 26th to 6 potential bidders.

9.3 Financial Statement Review

The Board reviewed the financial statements.

9.5 Review of Protocol for Lodging a Complaint against a Resident

The Board asked the Chief how he handles these types of situations regarding billing. The Chief stated that he uses his discretion.

10. **Chief's Report**

10.1 **Monthly Reports (June, July & August 2016)**

There were a total of 30 calls for the month of June and 1 Fire Safety Plan reviewed.

There were a total of 21 calls for the month of July and there was 1 Building inspected.

There were a total of 20 calls for the month of August, there was 1 building inspected, there was 1 Fire Safety Plan reviewed and 2 site plans reviewed.

10.2 **Update from Fire Chief**

The Chief advised that he is working with the Town of Shelburne and the Township of Mulmur so that business licences are not given out unless a Fire Inspection is completed.

11. **Future Business:**

11.1 2017 Budget

The Board would like to review a draft budget at our next board meeting.

Resolution # 7

Moved by W. Hannon – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management receives the resolution from The Town of Shelburne dated July 11, 2016 RE: 2017 Budget Process.

Carried

11.2 Formula for FPO Duties

11.3 Fire Chiefs 1st Annual Performance Review (October 15, 2016)

12. **Accounts & Payroll – June, July & August 2016**

12.1 **Resolution # 8**

Moved by G. Little – Seconded by W. Hannon

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$35, 765.55 for the period of June 30, 2016 to August 25, 2016 as presented and attached be approved for payment.

Carried

12.2 **Resolution # 9**

Moved by K. Bennington – Seconded by J. Elliott

BE IT RESOLVED THAT:

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

June 2016 - \$22,701.39
July 2016 - \$24,317.41
August 2016 - \$20,965.67

Carried

9.4 Personnel Matters – Closed Session

Resolution # 10

Moved by G. Little – Seconded by K. Bennington

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following at 8:41pm:

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

Carried

Resolution # 11

Moved by G. Little – Seconded by W. Hannon

BE IT RESOLVED THAT:

We do now rise and report progress at 9:05pm. We accept the update from the Chief.

Carried

13. **Confirming and Adjournment**

13.1 **Resolution # 12**

Moved by J. Elliott – 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

13.2 **Resolution # 11**

Moved by G. Little – Seconded by W. Hannon

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 9:07 pm to meet again on October 4, 2016 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 September 6, 2016

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	
Ken Bennington	X	
Township of Mulmur		
Heather McIntosh-Hayes		X
Janet Horner		X
Staff		
Brad Lemaich – Fire Chief	X	
Ed Walsh – Deputy Fire Chief	X	
Nicole Hill – Sec/Treas.	X	