



## MULMUR-MELANCTHON FIRE BOARD MINUTES

### January 21, 2026

**Present:** Bill Neilson, Chair – Melancthon Township  
Earl Hawkins – Mulmur Township  
Ralph Moore – Melancthon Township  
Mathew Waterfield – Fire Chief  
Jeff Merkley – Acting Deputy Fire Chief  
Roseann Knechtel – Secretary

**Regrets:** Kim Lyon, Vice Chair – Mulmur Township

#### 1. Call to Order by the Secretary

The Secretary called the meeting to order at 5:36 p.m.

#### 2. Appointment of a Chair and Vice Chair

**Moved by Hawkins Seconded by Moore**

That the Mulmur-Melancthon Fire Board appoint Bill Neilson as Chair and Kim Lyon as Vice Chair for the year 2026.

**Carried.**

#### 3. Appointment of a Secretary

**Moved by Hawkins Seconded by Moore**

That the Mulmur-Melancthon Fire Board appoint Roseann Knechtel as Secretary for the year 2026.

**Carried.**

#### 4. Land Acknowledgement

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize

the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

**5. Approval of the Agenda**

**Moved by Moore Seconded by Hawkins**

That the agenda be approved.

**Carried.**

**6. Minutes of the Previous Meeting**

**Moved by Moore Seconded by Hawkins**

That the minutes of December 17, 2025 be approved.

**Carried.**

**7. Declaration of Pecuniary Interest - None**

**8. Administration**

**8.1 Fire Department Tour**

Members conducted a tour of the Mulmur-Melancthon Fire Hall.

**8.2 Annual Review of Bylaws and Agreements**

- **Township of Mulmur - Establishing and Regulating By-law 2013**
- **Township of Melancthon – Establishing and Regulating By-law 2014**
- **Mulmur-Melancthon Fire Board Agreement**

Members reviewed the by-laws and agreements, noting the need to update the establishing and regulating by-laws for each Township. Discussion ensued on timing for the updates in relation to proposed Shelburne Fire Board changes. By-laws are anticipated to be updated in 2027.

**8.3 Annual Review of Policies**

- **Procedural Policy**
- **Abuse and Neglect Policy**

- **Capital Asset Policy 2020**
- **Code of Conduct Policy**
- **Disposition of Land Policy 2023**
- **Hiring Policy 2021**
- **No Towing Policy 2020**
- **Procurement Policy 2021**
- **Progressive Discipline Policy 2021**
- **Use of Hall and Equipment Policy 2020**
- **Wage Administration Policy 2023**

Members reviewed the above noted policies and did not identify any changes or updates required.

#### **8.4 Fire Service Levels Discussion**

The MMFB recommended that a meeting with the Township Clerk's and Fire Chief be scheduled to discuss fire service levels in relation to the updates required for the Establishing and Regulating By-laws.

#### **8.5 Draft Performance Review Policy**

Members reviewed the draft policy and discussed the timing of the reviews in relation to hiring and elections. The Fire Chief is to review "Schedule B – Fire Chief Annual Performance Appraisal" to confirm areas being evaluated are applicable and that no changes are required for the next meeting.

Direction was provided to draft a policy for the review of the Deputy Chief and Captains as well, for consideration at the next meeting.

#### **8.6 Township of Melancthon Correspondence**

Members received the correspondence and directed the Chief to work directly with the Township of Melancthon to provide the required information.

#### **8.7 Fire Boards General Discussion – None**

#### **8.8 General Fire Chief Update**

Chief Waterfield updated Members on Department activities, noting:

- A total of 130 calls for service in 2025 (111 in 2024).

- 3 calls for service to date in 2026 (all MVC's).
- A drop in medical calls with the implementation of the new medical priority dispatch system.
- The forecasted purchase of an ARGO in 2026.
- Current issues with the Department generator – in the process of obtaining quotes.

**9. Information Items**

**9.1 Accounts**

**9.2 2025 Budget to Actual**

**9.3 Township of Mulmur: MMFB 2026 Budget Resolution**

**Moved by Moore Seconded by Hawkins**

That the Mulmur-Melancthon Fire Board receive the information items as presented.

**Carried.**

**10. Items for Future Meetings**

**10.1 Deputy and Captain Performance Review Policies**

**10.2 Fire Chief Performance Review Policy**

**10. Adjournment**

**Moved by Hawkins Seconded by Moore**

That we do now adjourn at 7:00 p.m. to meet again on March 18, 2026 at 5:30 pm, in person at the Mulmur-Melancthon Fire Hall, or at the call of the Chair.

**Carried.**