



AGENDA
MULMUR-MELANCTHON FIRE BOARD
Tuesday, May 18, 2021 at 7:00 p.m.
ELECTRONIC

This meeting is being conducted by means of Electronic Participation by a majority of board members, as permitted by Section 238 (3.3) of the Municipal Act, 2001, as amended.

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Join Zoom Meeting

<https://us02web.zoom.us/j/84602248258>

1. Call to Order

2. Declaration of Pecuniary Interest

If any member of the Board has a pecuniary interest, they may declare the nature thereof now or at any time during the meeting.

3. Approval of the Agenda

Draft Motion: THAT the May 18, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

4. Approval of Previous Meeting's Minutes – April 22, 2021

Draft Motion: THAT the Minutes of the Mulmur-Melancthon Fire Board dated April 22, 2021 be approved as copied and circulated.

5. Delegation to the Fire Board

a) Matthew Betik, Audit Partner: Presenting the 2020 Financial Statements

Draft Motion: THAT the Board receive and approve the 2020 Mulmur Melancthon Fire Department Financial Statements as presented.

6. Finance

a) Accounts

Draft Motion: THAT the operating accounts as presented in the amount of \$15,500.87 be approved.

AND THAT the capital accounts as presented in the amount of \$201.14 be approved.

7. Old/New Business

a) General Fire Chief Update

b) Fire Chief's YTD Fire Call Report

Draft Motion: THAT the Fire Board receive the Fire Chief's Year-to-Date Fire Call Report.

8. Closed Session

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

Draft Motion: THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at _____p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees; and approval of past closed meeting minutes and approval of April 22, 2021 Closed Session Minutes.

Draft Motion: THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at _____p.m. and return to the regular meeting.

Draft Motion: THAT the Mulmur Melancthon Fire Board approve the hiring of _____ to the position of Volunteer Captain and Volunteer Training Coordinator;

AND THAT all conditions of the Hiring Policy apply.

9. Correspondence

- a) OFM Communication – Ontario Fire Service Considerations for Standard Operating Guidelines/Procedures**

10. Adjournment

Draft Motion: THAT we do now adjourn at _____ pm to meet again on July 20, 2021 at 7:00 pm or at the call of the Chair.



MINUTES

MULMUR-MELANCTHON FIRE BOARD

Thursday, April 22, 2021 at 7:00 p.m.

Present: David Besley, Chair – Melancthon Township
Ken Cufaro, Vice Chair – Mulmur Township
Earl Hawkins – Mulmur Township
Darren White – Melancthon Township
Mathew Waterfield – Deputy Chief
Brendon Bogers - Captain
Heather Boston - Secretary

1. Call to Order

The meeting was called to order at 7:01 p.m.

2. Declaration of Pecuniary Interest

Chair Besley stated that if any member of the Board had a disclosure of pecuniary interest, they could declare the nature thereof now or at any time during the meeting. No Declarations of Pecuniary interest were stated at this time.

3. Approval of the Agenda

Moved by: Cufaro and Seconded by: Hawkins

THAT the April 22, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED.

4. Approval of Previous Meeting's Minutes – April 13, 2021

Moved by: Cufaro and Seconded by: Hawkins

THAT the Minutes of the Mulmur-Melancthon Fire Board dated April 13, 2021 be approved as copied and circulated.

CARRIED.

5. Finance – None

6. Closed Session

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees.

Moved by: Hawkins and Seconded by: White

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:06 p.m. for the following reasons: personal matters about an identifiable individual, including municipal or local board employees.

CARRIED.

Moved by: White and Seconded by: Cufaro

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 7:17 p.m. and return to the regular meeting.

CARRIED.

7. Old/New Business

Moved by: White and Seconded by Cufaro

THAT the Board, in accordance with the Hiring Policy, ratifies the hiring of Mathew Waterfield for the position of Fire Chief effective May 1, 2021, conditional on a one (1) year probationary period and that the salary and hourly wage are in accordance with the Board approved pay grid.

CARRIED.

Moved by: White and Seconded by Cufaro

THAT the Board, in accordance with the Hiring Policy, ratifies the hiring of Brendon Bogers for the position of Deputy Fire Chief effective May 1, 2021, conditional on a one (1) year probationary period and that the salary and hourly wage are in accordance with the Board approved pay grid.

CARRIED.

8. Adjournment

Moved by: Hawkins and Seconded by White

THAT we do now adjourn at 7:25 pm to meet again on May 18, 2021 at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary

Consolidated Financial Statements of

**MULMUR-MELANCTHON
VOLUNTEER FIRE
DEPARTMENT**

Year ended December 31, 2020
(Unaudited)

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MULMUR-MELANCHTON VOLUNTEER FIRE DEPARTMENT

Consolidated Financial Statements

Year ended December 31, 2020

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Independent Practitioners' Review Engagement Report

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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Shareholder of Mulmur-Melancthon Volunteer Fire Department

We have reviewed the accompanying consolidated financial statements of Mulmur-Melancthon Volunteer Fire Department, which comprise the consolidated statement of financial position as at December 31, 2020, the consolidated statement of operations, consolidated statement of changes in net financial assets and consolidated statement of cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Practitioners' Responsibility

Our responsibility is to express a conclusion on the accompanying consolidated financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of consolidated financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these consolidated financial statements.



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Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the consolidated financial statements do not present fairly, in all material respects, the financial position of Mulmur-Melancthon Volunteer Fire Department as at December 31, 2020, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Comparative Information

The financial statements of Mulmur-Melancthon Volunteer Fire Department as at and for the year ended December 31, 2019 were reviewed by another practitioner who expressed an unmodified conclusion on those financial statements on June 17, 2020.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

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MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Consolidated Statement of Financial Position

December 31, 2020, with comparative information 2019

	2020	2019
Financial Assets		
Cash	\$ 180,383	\$ 181,598
Accounts receivable	23,200	29,416
	<u>203,583</u>	<u>211,014</u>
Liabilities		
Accounts payable and accrued liabilities	23,431	19,516
Net financial assets	180,152	191,498
Non-Financial Assets		
Tangible capital assets (note 6)	678,609	580,668
Prepaid expenses	6,552	9,025
	<u>685,161</u>	<u>589,693</u>
Accumulated Surplus	<u>\$ 865,313</u>	<u>\$ 781,191</u>

See accompanying notes to financial statements.

On behalf of the Board:

Director

Director

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Consolidated Statement of Operations

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget	2020 Actual	2019 Actual
Revenues:			
Fire calls, inspections and miscellaneous income	\$ 10,000	\$ 34,040	\$ 34,583
Township of Mulmur	213,081	213,712	192,159
Township of Melancthon	102,508	102,698	97,078
Interest revenue	2,000	1,492	–
	<u>327,589</u>	<u>351,942</u>	<u>323,820</u>
Expenses:			
Amortization	–	61,702	56,226
Loss on disposal of assets	–	17,938	–
Breathing apparatus	3,500	4,671	4,520
Communication equipment	14,800	12,503	13,663
Conventions, conferences and courses	4,000	5,386	6,326
Fire hall maintenance	5,000	6,430	6,182
Fire prevention	1,200	275	–
Accounting, legal and insurance	22,044	19,123	21,060
Licence and membership fees	410	309	310
Materials, supplies and services	9,690	17,049	9,483
Radio maintenance	3,000	3,339	6,590
Treasury and secretarial services	12,000	12,000	12,000
Utilities	10,750	8,215	10,114
Firefighters salaries and benefits	101,395	85,027	96,291
Vehicle and equipment repairs and maintenance	20,300	13,853	15,089
	<u>208,089</u>	<u>267,820</u>	<u>257,854</u>
Annual surplus	119,500	84,122	65,966
Accumulated surplus, beginning of year	865,313	781,191	715,225
Accumulated surplus, end of year	<u>\$ 984,813</u>	<u>\$ 865,313</u>	<u>\$ 781,191</u>

See accompanying notes to financial statements.

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Annual surplus	\$ 84,122	\$ 65,966
Acquisition of tangible capital assets	(235,005)	(211,042)
Amortization	61,702	56,226
Loss on disposal of tangible capital assets	17,938	—
Proceeds on disposal of tangible capital assets	57,424	—
	(13,819)	(154,816)
Decrease in prepaid expenses	2,473	251
Decrease in net financial assets	(11,346)	(88,599)
Net financial assets, beginning of year	191,498	280,097
Net financial assets, end of year	\$ 180,152	\$ 191,498

See accompanying notes to financial statements.

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Consolidated Statement of Cash Flows

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Annual surplus	\$ 84,122	\$ 65,966
Amortization	61,702	56,226
Loss on disposal of tangible assets	17,938	—
	163,762	122,192
Net changes in non-cash working capital:		
Accounts receivable	6,216	(23,442)
Prepaid expenses	3,915	251
Accounts payable and accrued liabilities	2,473	3,612
	12,604	(19,579)
Net increase from operating activities	176,366	102,613
Capital activities:		
Proceeds on disposal of tangible capital assets	57,424	—
Acquisition of tangible capital assets	(235,005)	(211,042)
Net decrease from capital activities	(177,581)	(108,429)
Decrease in cash	(1,215)	(108,429)
Cash, beginning of year	181,598	290,027
Cash, end of year	\$ 180,383	\$ 181,598

See accompanying notes to financial statements.

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Consolidated Financial Statements

Year ended December 31, 2020

The consolidated financial statements of the Mulmur-Melancthon Volunteer Fire Department are the representation of management prepared in accordance with accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Summarized below are the significant accounting policies:

1. Significant accounting policies:

(a) Acknowledgement of Responsibility:

The management of Mulmur-Melancthon Volunteer Fire Department acknowledges its responsibility for the creation and completion of the consolidated financial statements and the following significant accounting policy decisions and related policy notes.

(b) Basis of consolidation:

The operations of this joint board are to be consolidated in the financial statements of the participating municipalities on a proportionate consolidation basis.

(c) Basis of accounting:

The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(d) Credit risk management:

The organization is exposed to credit risk on the accounts receivable from insurance companies. They do not have significant exposure to any individual customer or counterpart.

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by Council. The following rates are being used:

Land improvements	20 years
Vehicles	10 to 20 years
Firefighting equipment	5 to 20 years

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2020

1. Significant accounting policies:

(e) Non-financial assets (continued):

(i) Tangible capital assets (continued):

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded revenue.

(f) Revenue recognition:

Fire calls and services are recorded as revenue when the emergency services are provided.

Municipal contributions are recognized as the budgeted amounts are approved by the Council of the participating municipalities.

2. Use of estimates:

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the year. Significant estimates made by management include the useful lives of tangible capital assets. Actual results could differ from those estimates.

3. Reserves:

The balance of the accumulated surplus included in the consolidated statement of financial position includes assets that have been specifically restricted (internally) by the Joint Board of Management as outlined in the consolidated schedule of accumulated surplus.

4. Operations:

On October 6, 1992, the Townships of Mulmur and Melancthon signed an agreement to officially form a joint firefighting department. This agreement was updated on April 21, 2005. A new agreement was formally reached by the participating municipalities dictating the operations of the joint board on August 11, 2010. Operations of the Mulmur-Melancthon Volunteer Fire Department commenced on January 1, 1993. The department is managed by a four member board known as the Mulmur-Melancthon Volunteer Fire Department Joint Board of Management. Two members have been appointed from each participating municipality to the Fire Department Joint Board of Management.

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2020

4. Operations (continued):

Annual capital costs of the Department are shared on an equal basis by the two municipalities. Annual operating and administration costs of the Department are shared on a combined average fire calls for the previous three years, the total assessment for the current year, and the total households as at January 1 of the current year less fire call recoveries of each participating municipality as follows:

	2020	2019
Township of Melancthon	22.09%	23.13%
Township of Mulmur	77.91%	76.87%

5. Budget figures:

The budgeted figures are presented for comparison purposes as prepared and approved by the Joint Board of Management, and have been prepared on a cash basis of accounting.

6. Tangible capital assets:

Cost	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land improvements	\$ 13,057	\$ —	\$ —	\$ 13,057
Vehicles	765,942	214,750	(151,440)	829,252
Firefighting equipment	410,429	20,255	(7,500)	423,184
	\$ 1,189,428	\$ 235,005	\$ (158,940)	\$ 1,265,493

Accumulated depreciation	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land improvements	\$ 7,508	\$ 653	\$ —	\$ 8,161
Vehicles	345,112	39,768	(76,078)	308,802
Firefighting equipment	256,140	21,281	(7,500)	269,921
	\$ 608,760	\$ 61,702	\$ (83,578)	\$ 586,884

Net book value	Balance, beginning of year		Balance, end of year
Land improvements	\$ 5,549		\$ 4,896
Vehicles	420,830		520,450
Firefighting equipment	154,289		153,263
	\$ 580,668		\$ 678,609

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Consolidated Schedule of Accumulated Surplus

Year ended December 31, 2020

	2020	2019
Surpluses:		
Surplus from general fund operations	\$ 85,817	\$ 41,045
Invested in capital assets	678,609	580,668
	<u>764,426</u>	<u>621,713</u>
Reserves:		
Capital reserve	100,887	159,478
Accumulated surplus, end of year	<u>\$ 865,313</u>	<u>\$ 781,191</u>

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Accounts Payable

AP Operating Approval Listing Mar12-May14

Vendor 000000 Through 999999

Invoice Entry Date 2021-01-01 to 2021-05-14 Paid Invoices Cheque Date 2021-03-12 to 2021-05-14

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000049	INGENIOUS SOFTWARE	7614	FIREPRO2 SERVICE CONTRACT	000912	2021-04-04	2021-04-07	1,051.02
			02-1094-5120 FIREPRO2 SERVICE CONTRACT				1,051.02
000052	TORONTO DOMINION VISA (M March 5, 2021		SQUAD 44 EQUIPMENT/SUPPLIES	000340	2021-03-05	2021-03-23	114.49
			02-1094-5164 SQUAD 44 EQUIPMENT				24.84
			02-1094-5115 WATER SOFTENER SALT/LAUNDRY DE				89.65
000345	WORKPLACE SAFETY & INSUF MARCH 2021		WSIB - JAN TO MAR	000343	2021-03-31	2021-03-31	2,407.83
			02-1094-5105 WSIB - JAN TO MAR				2,407.83
000361	INTELLICORE	33499	DEPUTY LAPTOP AND SETUP	000920	2021-04-26	2021-05-06	1,511.01
			02-1094-5142 DEPUTY LAPTOP AND SETUP				1,511.01
000535	SHELBURNE HOME HARDWAF 302072/1		TOILET PAPER TISSUES	000923	2021-01-01	2021-05-06	88.12
			02-1094-5114 TOILET PAPER TISSUES				88.12
000535	SHELBURNE HOME HARDWAF 315790/1		PUMPER CHARGER	000923	2021-01-01	2021-05-06	27.11
			02-1094-5160 PUMPER CHARGER				27.11
Vendor Total							115.23
000622	GORD DAVENPORT AUTOMO 14417-246217		VP RACING 2 CYCLE	000919	2021-04-07	2021-05-06	33.40
			02-1094-5115 VP RACING 2 CYCLE				33.40
001363	HYDRO ONE NETWORKS INC. Fwb 10,2021		FEB 2021 HYDRO	000337	2021-02-10	2021-03-17	394.53
			02-1094-5117 FEB 2021 HYDRO				394.53
001363	HYDRO ONE NETWORKS INC. MAR 11 2021		FEB4-MAR5 2021 HYDRO	000342	2021-03-11	2021-03-31	393.12
			02-1094-5117 FEB4-MAR5 2021 HYDRO				393.12
Vendor Total							787.65
090433	LARRY BYE MOBILE REPAIR 25384		RESCUE#42 SAFETY INSPECTION	000916	2021-04-15	2021-04-21	684.71
			02-1094-5162 RESCUE#42 SAFETY INSPECTION				684.71
090433	LARRY BYE MOBILE REPAIR 25415		#43 AIR FILTER	000921	2021-04-30	2021-05-06	146.23
			02-1094-5163 #43 AIR FILTER				146.23
090433	LARRY BYE MOBILE REPAIR 25409		#43 OIL FILTER & INSPECTION	000921	2021-04-29	2021-05-06	673.91
			02-1094-5163 #43 OIL FILTER & INSPECTION				673.91
Vendor Total							1,504.85
090441	TOWNSHIP OF MULMUR 036137		FIRE FUEL FROM PW	000339	2021-03-08	2021-03-17	113.09
			02-1094-5112 FIRE FUEL FROM PW				113.09
090454	TD CANADA TRUST AUTO DEF March 2021		MARCH EFT S/C	000341	2021-03-26	2021-03-26	25.00
			02-1094-5146 MARCH EFT S/C				25.00
090698	M & L SUPPLY FIRE & SAFETY 006970		ROOF HOOKS, AIR MASK BAG	000904	2021-03-22	2021-03-25	809.81
			02-1094-5115 ROOF HOOKS, AIR MASK BAG				809.81

Accounts Payable

AP Operating Approval Listing Mar12-May14

Vendor 000000 Through 999999

Invoice Entry Date 2021-01-01 to 2021-05-14 Paid Invoices Cheque Date 2021-03-12 to 2021-05-14

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090883	SPARLINGS PROPANE CO. LT	88725061978805	PROPANE	000906	2021-03-22	2021-03-25	1,051.01
			02-1094-5124 PROPANE				1,051.01
090994	TELIZON INC.	03500520210313	ACCT#35005 - FIRE MARCH	000907	2021-03-13	2021-03-25	115.39
			02-1094-5120 ACCT#35005 - FIRE MARCH				115.39
091164	SWISH MAINTENANCE LIMITEI	S051584	GPS FEE: MARCH	000913	2021-03-30	2021-04-01	197.75
			02-1094-5120 GPS FEE: MARCH				197.75
091164	SWISH MAINTENANCE LIMITEI	S051389	GPS FEE: FEBRUARY	000913	2021-02-25	2021-04-01	197.75
			02-1094-5120 GPS FEE: FEBRUARY				197.75
091164	SWISH MAINTENANCE LIMITEI	S051181	GPS FEE: JANUARY	000913	2021-01-28	2021-04-01	197.75
			02-1094-5120 GPS FEE: JANUARY				197.75
Vendor Total							593.25
091167	RURAL RESCUE FIRST AID TR	1948	BLOOD PRESSURE CUFF	000918	2021-04-13	2021-04-21	103.91
			02-1094-5143 BLOOD PRESSURE CUFF				103.91
091167	RURAL RESCUE FIRST AID TR	1968	STANDARD FIRST AID COURSE	000922	2021-04-29	2021-05-06	452.00
			02-1094-5118 STANDARD FIRST AID COURSE				452.00
091185	R S RESCUE	1013	CPVR TECHNICIAN LEVEL COURSE	000905	2021-03-08	2021-03-25	452.00
			02-1094-5118 CPVR TECHNICIAN LEVEL COURSE				452.00
091187	EVO ELECTRICAL CONTRACT	0132	REPLACE DROP CORDS	000915	2021-01-01	2021-04-21	371.77
			02-1094-5114 REPLACE DROP CORDS				371.77
091192	THE TILLSONBURG FIRE DEP	21-0046	FIRE COM DISPATCH 3RD QTR	000924	2021-05-03	2021-05-06	2,724.75
			02-1094-5120 FIRE COM DISPATCH 3RD QTR				2,724.75
091194	BELL MOBILITY INC.	March 13, 2021	CELL PHONE CHARGES	000903	2021-03-13	2021-03-25	85.79
			02-1094-5120 CELL PHONE CHARGES				56.64
			02-1094-5120 CELL PHONE CHARGES				29.15
091195	CHAMBERS TOWING	5338	SQUAD #44 TOWING	000911	2021-03-25	2021-04-01	666.70
			02-1094-5162 SQUAD #44 TOWING				666.70
091196	RMC ARGO SALES	1699	SPARK PLUGS	000917	2021-04-06	2021-04-21	288.88
			02-1094-5166 ARGO SPARK PLUGS				288.88
091197	W.H.B IDENTIFICATION SOLU	19346461706	IDENTI-BADGE CARDS	000925	2021-04-13	2021-05-06	122.04
			02-1094-5142 IDENTI-BADGE CARDS				122.04
Unpaid Invoices							0.00
Paid Invoices							15,500.87
Invoices Total							15,500.87
Selected G/L Account Total							15,500.87

Accounts Payable

AP Capital Approval Listing Mar12-May14

Vendor 000000 Through 999999

Invoice Entry Date 2021-01-01 to 2021-05-14 Paid Invoices Cheque Date 2021-03-12 to 2021-05-14

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000405	DEPENDABLE EMERGENCY V	21-103292	CISTERN PUMP - 4" ADAPTER	000914	2021-04-15	2021-04-21	201.14
			02-1095-5200 CISTERN PUMP - 4" ADAPTER				201.14
						Unpaid Invoices	0.00
						Paid Invoices	201.14
						Invoices Total	201.14
						Selected G/L Account Total	201.14

Date	Time	Township	Type	Duration	# of FF
Jan 3	08:59	Mulmur	Medical	60	10
Jan 19	12:21	Mulmur	Medical	28	2
Jan 19	16:29	Mulmur	Trail Rescue	120	4
Jan 26	14:49	Shelburne	Mutual Aid	120	8
Jan 31	11:52	Melancthon	Mutual Aid	270	7
Feb 8	11:07	Mulmur	Fire Alarm	60	6
Feb 10	23:08	Mulmur	MVC	60	10
Feb 17	09:56	Mulmur	Mutual Aid	60	3
Feb 20	09:42	Mulmur	Fire Alarm	60	4
Mar 1	00:07	Mulmur	Mutual Aid	90	12
Mar 1	13:04	Melancthon	MVC	60	4
Mar 1	13:26	Melancthon	MVC	30	4
Mar 1	14:38	Melancthon	MVC	60	4
Mar 11	23:13	Mulmur	Power Lines Down/Fire	120	14
Mar 21	10:03	Mulmur	Grass Fire	60	3
Mar 22	16:10	Mulmur	MVC	90	12
Mar 25	16:35	Mulmur	Grass Fire	195	15
Mar 27	21:26	Melancthon	Power Lines Down/Fire	60	9
April 3	14:26	Mulmur	Mutual Aid	105	9

April 4	14:54	Mulmur	Grass Fire	216	15
April 5	21:13	Mulmur	Medical	45	11
April 18	12:28	Mulmur	Trauma	62	14
April 25	15:19	Mulmur	Power lines down/Fire	135	9
April 25	22:06	Mulmur	Structure Fire	91	13
May 1	12:04	Mulmur	MVC	60	12
May 9	14:16	Mulmur	MVC	90	10

Report Date May 10/2021

COMMUNIQUÉ

du commissaire des incendies

May 6, 2021

No. 2021-03

ONTARIO FIRE SERVICE CONSIDERATIONS FOR STANDARD OPERATING GUIDELINES/PROCEDURES

Findings from a fatal fire investigation conducted by the Office of the Fire Marshal (OFM) in October 2020 serve as an opportunity to provide the Ontario fire service with guidance on responding to fire alarm system activations in multi-unit residential buildings.

As part of this investigation, the OFM determined that in the middle of the night, the fire department responded to a fire alarm system activation in an apartment building. Throughout the response firefighters did not observe any signs of a fire incident on the floor or in the vicinity of where a system smoke detector had activated. Having located no visible signs of fire/smoke, smell of smoke, and not hearing any in-suite smoke alarms, the building's fire alarm system was reset, and firefighters cleared the scene.

The next morning a third party discovered that a fire had occurred in one of the suites located on the same floor that firefighters had responded to; however, the fire had self-extinguished. Tragically the occupant of the suite was found deceased. The OFM determined that a smoke alarm located in the suite of fire origin was activated around the same time as the building's fire alarm system.

Although this was an extremely rare incident, its outcome serves to remind us that an activated fire alarm system should be treated as an active fire until determined otherwise. Incident Commanders are trained and responsible for making on-scene decisions based on the specifics of the incident.

Standard operating guidelines/procedures (SOGs/SOPs) provide direction to fire service personnel for completing a task, using the knowledge and skills to perform specific operations, and to align municipalities with industry best practices.

Based on the OFM's findings, fire services should consider including the following elements as part of their SOGs/SOPs when responding to an activated fire alarm system in a multi-unit residential building:

- Where applicable, Incident Commanders should engage with appointed supervisory staff to confirm if emergency procedures have been implemented and if instructions have been provided to building occupants as per the procedures within the building's fire safety plan.
- After an initial assessment, and if there are no observable signs of smoke/fire, a fire alarm system should be silenced. Once the alarm system is silenced, fire crews should consider returning to the area where the original fire alarm activation occurred for a secondary assessment.
- A secondary assessment should include the following:
 - Where applicable, review the building's fire safety plan for specific references to building schematics, installation and location of emergency systems, presence of in-suite smoke alarms/carbon monoxide alarms, and other relevant information to the incident.
 - Where feasible, go door to door on the affected floor and speak with residents. Consideration should also be given to monitoring the floor above and below where the alarm was activated for signs of smoke/fire. If possible, a building representative with a master key may be able to assist in gaining access to suites to enable a physical check of the suites for signs of smoke/fire.
 - Listen for other audible signalling devices such as in-suite smoke alarms and carbon monoxide alarms that are not components of the fire alarm system. This could be accomplished by removing hearing protection when safe to do so or having a crew that has not been exposed to the initial noise of the fire alarm system conduct this work.
- Upon completion of a secondary assessment with no observable signs of smoke/fire, the fire alarm system can be reset.

For further information about response SOGs/SOPs, please contact your local Fire Protection Adviser.