



AGENDA
MULMUR-MELANCTHON FIRE BOARD
Monday, December 14, 2020 at 2:00 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

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- 1. Call to Order**
- 2. Declaration of Pecuniary Interest**
- 3. Approval of the Agenda**

Recommendation: THAT the December 14, 2020 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

3 **4. Approval of Previous Meeting's Minutes – November 17, 2020**

Recommendation: THAT the Minutes of the Mulmur-Melancthon Fire Board dated November 17, 2020 be approved as copied and circulated.

5. Finance

7 **a) Accounts**

Recommendation: THAT the operating accounts as presented in the amount of \$7,125.13 be approved

6. Old/New Business

9 **a) Staffing Level Income Costs**

7. 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.

Recommendation: 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 October 13, 2020 Closed Session Minutes.

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

8. Adjournment

THAT we do now adjourn at _____ pm to meet again on _____ at _____ am/pm or at the call of the Chair.



MINUTES
MULMUR-MELANCTHON FIRE BOARD
Tuesday, November 17, 2020 at 7:00 p.m.
ELECTRONIC

Present: Earl Hawkins, Chair – Mulmur Township
Ken Cufaro – Mulmur Township
David Besley, Vice Chair – Melancthon Township
Fire Chief Scott Davision
Deputy Chief Matt Waterfield
Heather Boston, Secretary/Treasurer
Christine Hickey

1. Call to Order

Chair Hawkins called the meeting to order at 7:00 p.m.

2. Declaration of Pecuniary Interest

Chair Hawkins 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: Besley and Seconded by: Cufaro

THAT the November 17, 2020 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED

4. Approval of Previous Meeting's Minutes – October 13, 2020

Moved by: Cufaro and Seconded by: Besley

THAT the Minutes of the Mulmur-Melancthon Fire Board dated October 13, 2020 be approved as copied and circulated.

CARRIED

5. Finance

a) Accounts

Moved by: Besley and Seconded by: Cufaro

THAT the operating accounts as presented in the amount of \$19,210.75 be approved AND THAT the capital accounts as presented in the amount of \$8,056.90 be approved.

THAT the Board authorizes all accounts be paid, up to and including December 31, 2020.

CARRIED

b) Budget to Actual Year-to-Date

Discussion ensued on Budget to Actual report, clarification was provided on the Prior year deficit shown.

Moved by: Cufaro and Seconded by: Besley

THAT the Board receive the budget to actual year-to-date statement.

CARRIED

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 and approving the previous closed meeting minutes.

Moved by: Cufaro and Seconded by: Besley

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:12 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 October 13, 2020 Closed Session Minutes.

CARRIED

The Fire Chief and Deputy Fire Chief left the meeting.

Moved by: Besley and Seconded by: Cufaro

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 7:53 p.m. and return to the regular meeting.

CARRIED

The Fire Chief and Deputy Fire Chief returned to the meeting.

Moved by: Besley and Seconded by: Cufaro

THAT the Mulmur-Melancthon Fire Board approve a 1.3% increase to the hourly rate for firefighters, applicable to After 1 Year and above;

AND THAT all other salaries and wages remain the same.

CARRIED

Moved by: Cufaro and Seconded by: Besley

THAT the Board reviewed the three various VFIS coverage options, On duty, 24 Hour Member and 24 Hour Family;

AND THAT the board will continue to cover the costs of the "On Duty" coverage to all Firefighters;

AND FURTHER THAT any 24 hour coverage elected by a Firefighter will be an option available at their own expense effective January 1, 2021.

CARRIED

7. Old/New Business

a) Review Policies

Capital Asset Policy

No Towing Policy

Discussion ensued on the policies presented, clarification was provided that fire vehicles are not needed to tow in an emergency situation and No Towing Policy is satisfactory as presented to the Fire Chief. Confirmation was provided that the auditor reviewed the Capital Asset Policy and was satisfied with the content.

Moved by: Besley and Seconded by: Cufaro

THAT the Board approve the Capital Asset and No Towing policies as presented.
CARRIED

b) Canada Revenue Agency (CRA) – Letter dated October 16, 2020
Re: Response from CRA to remove the penalty charged

c) Staff Report - Scott Davison, Fire Chief dated November 10, 2020
Re: Maximum staffing levels

Discussion ensued on increasing the number of volunteer firefighters from 23 to 27. Questions on cost to the department to implement this and availability of current and potential firefighters for all calls. The board directed staff to prepare a costing report showing expenses to add an additional 5 volunteer firefighters.

The following recommendation was tabled and not voted on until a costing report was received on the expenses.

Recommendation: THAT the Mulmur-Melancthon Fire Board receive the Staff Report from Scott Davison, Fire Chief regarding maximum staffing levels;

AND THAT the Mulmur-Melancthon Fire board increase maximum staffing levels from 23 members to 27 members;

AND FURTHER THAT the Hiring Policy for the Mulmur-Melancthon Fire Department be amended accordingly.

8. Adjournment

Moved by: Besley and Seconded by: Cufaro

THAT we do now adjourn at 8:47 p.m. to meet again in January 2021 or at the call of the Chair.

CARRIED

Chair

Secretary

Accounts Payable

AP LISTING NOV 11-DEC 10

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 12/10/2020 Paid Invoices Cheque Date 11/11/2020 to 12/10/2020

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000006	AJ STONE COMPANY LTD	0000156837	FOAM. FIREADE 2000	000869	12/03/2020	12/08/2020	402.28
			02-1094-5160 FOAM. FIREADE 2000				402.28
000057	BARRIE SCUBA HOUSE	711	VISUAL/HYDROSTATIC INSPECTION	000863	11/12/2020	11/18/2020	45.77
			02-1094-5110 VISUAL/HYDROSTATIC INSPECTION				45.77
091191	BIRCHWOOD ENTERPRISES	202031	RUST PROOFING - TRUCKS, TRAILER	000867	11/23/2020	12/02/2020	1,039.60
			02-1094-5161 RUST PROOFING - PUMPER 41				248.60
			02-1094-5163 RUST PROOFING - TANKER 43				248.60
			02-1094-5164 RUST PROOFING - PUMPER 44				248.60
			02-1094-5162 RUST PROOFING - RESCUE 42				158.20
			02-1094-5165 RUST PROOFING - 2006 TRAILER				135.60
091160	CREEMORE ECHO	49757	CREEMORE ECHO AD - RECRUITMENT	000864	11/06/2020	11/18/2020	135.60
			02-1094-5120 CREEMORE ECHO AD - RECRUITMENT				135.60
000013	FLUENT INFORMATION MANA INV-5353		WHO'S RESPONDING SUBSCRIPTION	000870	12/01/2020	12/08/2020	1,130.00
			02-1094-5120 WHO'S RESPONDING SUBSCRIPTION				1,130.00
001363	HYDRO ONE NETWORKS INC. Nov 30, 2020		NOV 2020 HYDRO	000316	11/10/2020	11/30/2020	486.04
			02-1094-5117 NOV 2020 HYDRO				486.04
091079	MINISTER OF FINANCE	201711201059063	NEW PROGRAM REGISTRATION	000868	11/17/2020	12/02/2020	325.00
			02-1094-5118 NEW PROGRAM REGISTRATION				325.00
091161	SHELBURNE FREE PRESS NE 7870		AD-VOLUNTEER FIREFIGHTERS	000865	11/05/2020	11/18/2020	101.70
			02-1094-5120 AD-VOLUNTEER FIREFIGHTERS				101.70
090454	TD CANADA TRUST AUTO DEI October 2020		OCTOBER EFT S/C	000317	11/30/2020	11/30/2020	25.00
			02-1094-5146 OCTOBER EFT S/C				25.00
090994	TELIZON INC.	035005202001113	ACCT#35005 - FIRE NOVEMBER	000866	11/13/2020	11/18/2020	116.18
			02-1094-5120 ACCT#35005-FIRE NOVEMBER				116.18
091192	THE TILLSONBURG FIRE DEP.20-0128		DISPATCHING SERVICES 1ST QUART	000871	11/16/2020	12/08/2020	2,724.75
			02-1094-5120 DISPATCHING SERVICES 1ST QUART				2,724.75
000025	TORONTO DOMINION VISA (H November 5, 2020)		MTO STATEMENT	000318	11/05/2020	11/30/2020	98.00
			02-1094-5145 MTO STATEMENT				98.00
000052	TORONTO DOMINION VISA (M November 5, 2020)		OFFICE SUPPLIES, BUILDING MAIN	000319	11/05/2020	11/30/2020	389.22
			02-1094-5142 OFFICE SUPPLIES - INK				315.80
			02-1094-5114 BATTERY, CAMERA LITHIUM				28.24
			02-1094-5114 LIGHT BULBS - FIREHALL				45.18

Accounts Payable

AP LISTING NOV 11-DEC 10

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 12/10/2020 Paid Invoices Cheque Date 11/11/2020 to 12/10/2020

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000051	TORONTO DOMINION VISA (SI	November 5, 2020	SWEATSHIRT AND T SHIRTS	000320	11/05/2020	11/30/2020	105.99
			02-1094-5121 SWEATSHIRT AND T SHIRTS				105.99
						Unpaid Invoices	0.00
						Paid Invoices	7,125.13
						Invoices Total	7,125.13
						Selected G/L Account Total	7,125.13



STAFF REPORT

TO: Fire board
FROM: Scott Davison, Fire Chief
DATE: December 4, 2020
SUBJECT: Costs to increase staffing levels

PURPOSE

Provide a cost estimate for hiring 4 additional firefighters to raise staffing level to 27 firefighters.

COSTS

Fire call wages	4 x \$1000	=	\$ 4,000
Training wages	4 x \$1500	=	\$ 6,000
Total yearly operating budget increase			\$10,000

Bunker gear	3 x \$3000	=	\$9,000
Capital costs for bunker gear			\$9000

Scott Davison

Scott Davison
Fire Chief
Mulmur-Melancthon Fire Department