

**MINUTES OF THE MULMUR/MELANCTHON FIRE BOARD MEETING
HELD AT THE FIRE HALL IN HONEYWOOD
FEBRUARY 17, 2015**

PRESENT: Member Darren White, Melancthon Township
Member Paul Mills, Mulmur Township
Member James Webster, Melancthon Township
Member Heather Hayes, Mulmur Township
Chief Jim Clayton
Deputy Chief Jeff Clayton
Secretary Karen Davidson-Lock

1. CALL TO ORDER and Welcome at 6:35 by Secretary

2. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY FOR 2015 YEAR

Motion # 1 - 2015

MOVED by Hayes
SECONDED by White
THAT Paul Mills be appointed as Chair for 2015. Motion Carried.

Motion # 2 - 2015

MOVED by Hayes
SECONDED by Mills
THAT Darren White be appointed as Vice-Chair for 2015. Motion Carried.

Motion # 3 - 2015

MOVED by Hayes
SECONDED by Webster
THAT Karen Davidson-Lock be appointed as Secretary for 2015. Motion Carried.

3. APPROVAL OF AGENDA/ADDITIONS/DELETIONS

Motion # 4 - 2015

MOVED by Webster
SECONDED by Hayes
That the agenda be approved as circulated. Motion Carried.

4. DECLARATION OF PECUNIARY INTERESTS

The Chair advised that if any member had a disclosure of pecuniary interest that they could declare the nature thereof now or at any point during the meeting.

5. APPROVAL OF NOVEMBER 27, 2014 MINUTES

Motion # 5 - 2015

MOVED by Hayes

SECONDED by White

That the minutes of the November 27, 2014 meeting be approved as circulated. Motion Carried.

6. BUSINESS ARISING FROM MINUTES

i/ Update on Rick Wallace Correspondence

Vice-Chair White advised that attempts have been made several times to contact Mr. Wallace to no avail. Therefore, the Board was in agreement to have the advertising sign permanently removed from the equipment as per Mr. Wallace's request so that this matter can be closed. Currently, the sign has been temporarily covered until this matter has been resolved.

ii/ Update on Burning in Ditches

There have been no recent incidents and attempts to contact the offender have been unsuccessful to date. However, this situation may arise again when the winter is over and will be dealt with at that time if necessary.

iii/ Discussion on Scheduling a Meet and Greet session with the firefighters when the yearly questionnaire can be distributed

The Chief and Deputy Chief are to send the Secretary any suggestions for the questionnaire. Only one question has been added since last year on the topic of staffing for long weekends. The Board is then to be advised of a potential date for the session. The suggested date at this point in time is later in the winter.

iv/ Update on Insurance discussion re. Training Locations

The Secretary read an email received today from the Jeff Musser with Jardine Lloyd Thomson in response to the Chief's request for confirmation regarding the status of insurance for the possible purchase of a shipping container for training. The response from Jeff Musser states that "there are no insurance issues as long as it is on municipal property and your employees. I would suggest also that you approve the training in writing. Also make sure current training plans, lesson plans and a safety plan are in place and your department OG's are followed. IC should be in place and an ISO if possible."

The Deputy Chief responded that certain training situations would require a High Risk Training Plan, but that all anticipated scenarios for use of the proposed container would not be considered high risk. They would, however, have training and lesson plans in place as they would for every training situation.

7. CORRESPONDENCE

i/ Presentation on Potential Vehicle Replacement for Rescue #42 (Ambulance)

The Deputy Chief gave a power point presentation that has been a work in progress for some time, but the status of the vehicles presented is as of 3 p.m. today. During the preparation for the presentation, the firefighters were approached for input. For the Board's reference, he explained the difference between light duty, medium duty and heavy duty rescue vehicles.

The vast majority of calls are medical and motor vehicle accidents. The presentation outlined Mulmur/Melancthon Fire Department's needs for this piece of equipment as follows:

- i/ to safety transport four people to a medical call;
- ii/ to transport and support hydraulic tools for vehicle extraction purposes;
- iii/ to have the ability to transport four personnel to a fire scene in their bunker gear so that they are ready to respond immediately upon arrival;
- iv/ the ability to carry SCBA's, axes, and other related equipment;
- v/ the ability to pull the support trailer and its related equipment.

He then provided details on particular vehicles, both new and used as well as from both Canada and the United States. After reviewing those vehicles in detail, he concluded by stating that it is his recommendation that a 4 wheel drive rescue unit is required, with the capabilities as listed above. He noted that the vehicle that Grand Valley current has is very close to what he feels our department requires. If the decision is to purchase a new vehicle, he recommended contacting the following companies: Dependable Emergency Vehicles in Brampton; Lantz Truck Bodies, Port Williams Nova Scotia; Fort Garry Fire Trucks, Winnipeg; Metalfab Fire Trucks, Centreville New Brunswick.

The Board debated the merits of a rescue van vs. a 1 ton truck, as well as purchasing new vs. used with retrofitting. There was some discussion on longer term requirements for the department including the tanker and Argo. The Deputy Chief was directed to contact the supplier regarding the 2009 Ford vehicle and return to the Board with further information regarding warranty, and why the supplier is advertising the vehicle as "open to offers". As well, they directed that the Deputy Chief obtaining pricing for equipment to place on an existing truck (including labour). The dual quote is to be for both the vehicle alone as well as for the vehicle plus the box painted, installed, wired, etc. Board members are to look at the vehicles presented as the Deputy Chief offered to send links to view same on-line, and update their respective councils on the ongoing discussions regarding the acquisition. The Board thanked the Deputy Chief for his presentation and then took the opportunity to tour the hall to look at the existing vehicles.

ii/ Motion -- Melancthon Township Council regarding the Double Hatter Firefighter Issue

This item was received for information.

7. FINANCIAL MATTERS

Approval of Accounts for 2015/Financial Update

The Chief advised that some of the bunker gear is not passing the appropriate certification but would still suffice for training purposes. These sets of gear will be fitted with orange striping to differentiate that the gear is not to be used for actual calls. Two new sets of gear were purchased at the end of 2014 and again at the beginning of 2015. It was also noted that some of the bunker gear dates back to 2003.

Motion # 6 - 2015

MOVED by Hayes

SECONDED by Webster

That the accounts in the amount of \$9,846.74 (January 1 – February 12) be paid. Motion Carried.

2015 Draft Budget

Treasurer Boston forwarded an updated report on the 2015 Draft Budget for the Board's consideration. Regarding the cost of performing inspections, the Board discussed the status of the Shelburne Fire Department with respect to the hiring of a full-time chief/fire prevention officer. If this service will be purchased from an outside department for the Mulmur/Melancthon Fire area, then this may need to be reflected in the budget. Inspection reports for a number of properties in Mulmur that fall within the Shelburne coverage area were received at the Mulmur Office today. It appears that some property owners are being charged a fee. The Deputy Chief advised that he has applied to take more courses in this regard. The Chief also advised that he is investigating avenues to improve dispatch communications throughout the County but at this time it appears that this would be a nominal cost.

Motion # 7 - 2015

MOVED by Webster

SECONDED by Hayes

That the Board approved the 2015 draft budget in the amount of \$311,374.00 as presented, and forward a copy of the approved budget to both Councils. Motion Carried.

9. CHIEF'S CALL REPORT FOR 2014

The Chief reviewed the report with the Board page by page. He advised that with respect to fire inspections, he had met with the new representative from the Ontario Fire Marshall's Office who advised that Salvation Army Hope Acres is not classed as a "vulnerable occupancy". The Chief does not, however, have that statement in writing. He has performed an inspection at the Honeywood Arena and the report is pending review with the Arena Manager. Salvation Army Hope Acres would prefer that the inspection be performed in March. Mulmur Township Office and Public Works buildings have not yet been inspected.

Motion # 8 - 2015

MOVED by Hayes

SECONDED by Webster

That the Board receives the Chief's year-end report, and direct that same be forwarded to both Councils. Motion Carried.

10. HEALTH & SAFETY ISSUES**i/ Update on Inspection Reports**

Further to the earlier discussion, the Chief advised that the Fire Hall itself has two minor safety issues. A wire needs to be removed from the downstairs meeting room in the area of the kitchen cupboards. The SCBA bottles need to be secured in Truck #44, hopefully with new brackets.

Regarding inspections in Melancthon Township, the Chief advised that he is waiting to hear if Melancthon will be purchasing service from outside the department. The Redickville Store and Dufferin Wind Power Office are two examples of commercial buildings that require inspections. The Chief has discussed the Melancthon Risk Assessment with the new representative from the Ontario Fire Marshall's Office. Vice-Chair White advised that none of the local fire departments are expected to respond to calls regarding the wind turbines as the corporation is responsible for any emergencies on sites. In general, it was felt that both Township's public buildings should be inspected as soon as possible as the responsibility for same ultimately falls upon both Councils.

ii/ Personal use of Fire Hall/Equipment

The Chair reminded everyone that this is one of the policies that was updated in October of 2014 and asked whether the updated policy had been communicated to the firefighters. The Chief quoted a Department Regulation from a number of years ago which stated that no borrowing of equipment was allowed unless written permission had been granted, and that same was noted on the white board in the Hall. Currently, one chainsaw and a rescue rope are missing. A new Carbon Monoxide detector was missing for a weekend but has been returned.

The Board directed that each firefighter receive a copy of the policy and sign a form stating that they have read and understood same and that this sign-off be performed on an annual basis. The Deputy Chief agreed to start the process at the next Monday practice and continue to follow up.

10. CLOSED SESSION**Motion # 9 -2015**

MOVED by Hayes

SECONDED by Webster

That be it resolved that the Mulmur/Melancthon Fire Board move into a closed session pursuant to Section 239, of *The Municipal Act*, 2001, as amended at 8:54 p.m. for the following reasons:

- personal matters about an identifiable individual, including municipal or local board employees;
- approval of past closed meeting minutes.

Motion Carried.

Motion # 10 - 2015

MOVED by Hayes

SECONDED by Webster

That the Mulmur/Melancthon Fire Board adjourn the closed session at 9:04 p.m. Motion Carried.

Motion # 11 - 2015

MOVED by Hayes

SECONDED by Webster

That according to the Hiring Policy adopted by the Board on June 3, 2009, the Board ratifies the following:

- 1/ Name of Employees: Brendon Bogers, Dryw Thompson, Tim Harmon, Claude Pardo, Matt Bos
- 2/ Position Title: Firefighter
- 3/ Date of Hire: November 27, 2014
- 4/ Probationary Period: 12 months from date of hire (as per Hiring Policy June 3, 2009)
- 5/ That the salary or hourly wage is according to Board accepted Policy.

Motion Carried.

OLD/NEW BUSINESS

i/ Post Traumatic Stress/Vicarious Trauma

The Georgian Critical Incident Stress Team based out of Collingwood is the organization that has been utilized in the past. Brochures are also available for the firefighters. A possible session for the spouses of the firefighters could be valuable as the volunteer role these community members play also affects their families. The suggestion was to have a "spouse's evening", which would include an information session and power point presentation including methods of dealing with the potential stressors that accompany the job. A session could be held before summer as there are a number of newer firefighters. Member Hayes offered to prepare food for the session, and noted that she has contact information for younger individuals within these families should a situation occur where different support is required.

CONFIRMING MOTION

Motion # 12 - 2015

MOVED by Hayes

SECONDED by Webster

That be it resolved that all actions of the Members and Officers of the Mulmur/Melancthon 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. Motion Carried.

Motion # 13 - 2015

MOVED by Webster

SECONDED by Hayes

That the board adjourn at 9:19 p.m. Motion Carried.

Paul Mills

CHAIR

Karen Davidson-Lock

SECRETARY