

**MINUTES OF THE MULMUR/MELANCTHON FIRE BOARD MEETING
HELD AT THE FIRE HALL IN HONEYWOOD
December 7, 2015**

PRESENT: Chair Paul Mills, Mulmur Township
Vice-Chair Darren White, Melancthon Township (absent with notice)
Member James Webster, Melancthon Township
Member Heather Hayes, Mulmur Township
Chief Jim Clayton
Deputy Chief Jeff Clayton
Captain Dana Prentice
Captain Dave Clarke
Secretary Karen Davidson-Lock

CALL TO ORDER at 6:10 pm

Approval of Agenda/Additions/Deletions

Motion # 63 - 2015

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

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.

Approval of Minutes

Motion # 64 - 2015

MOVED by Webster
SECONDED by Hayes
That the minutes of the November 2, 2015 meeting be approved as circulated. Motion Carried.

Business Arising From Minutes

i) Update on tanker leaks and research on possible solutions

A number of companies and small businesses have been approached. Several solutions were suggested; however, the most economical solutions appear to involve several different businesses or individuals participating in the repairs. There is still some debate regarding the use of epoxy versus flexible rubber coating. The Chief has one remaining company to contact. The Board directed that a firm price be obtained for the entire project and that this item be brought back to the Board for a decision.

ii) Update on well and holding tank

A crack was discovered in the southwest corner of the building foundation. This crack is located 40 inches below ground level. The tank has been empty for some weeks now, yet a wet spot remains despite an exhaust fan running constantly. Ample Epoxy Solutions (Midhurst) has provided a quote of \$400 to drill and pump epoxy into the tank, as well as provide an exterior membrane and repair the rebar. The Board directed that this quote be accepted and that the repairs be completed as soon as possible.

iii) 2015 Firefighters' Survey: update on discussion with firefighters

The Chief advised that survey results have been discussed with the firefighters. Attempts are ongoing to keep firefighters informed and the lines of communication open. The Deputy Chief noted that all categories showed improvement from 2014's survey, which indicates that the department is moving forward in a positive direction. The budget has been and will continue to be a topic of discussion to keep everyone informed on available monies and budget restrictions.

Correspondence**i) Chief's Call Report to date for 2015 (on desk)**

The report for August 8 to November 20th was presented. Two corrections were noted. The Board received the report for information.

ii) Email re. disputed invoice for fire call on River Road for motorcycle accident

The firefighters present discussed their recollection of the call in question. Further details and proof will be gathered from other agencies involved and provided to the Secretary so that she can forward a letter to the person involved in the accident.

iii) Finalized Performance Reviews for adoption

The Chief provided the Chief/Deputy Chief review on desk. The Board noted that in future they would prefer these documents to be provided ahead of time, and then took some time to quickly review same. All other review forms were provided at previous meetings.

Motion # 65 - 2015

MOVED by Hayes

SECONDED by Webster

That the Mulmur-Melancthon Fire Board adopts the following performance review forms as of today's date: Chief, Deputy Chief, Captain, Firefighter, Probation. Motion Carried.

Approval of Accounts/Financial Update

i) Approval of Accounts

Motion # 66 - 2015

MOVED by Webster

SECONDED by Hayes

That the accounts in the amount of \$5,099.41 (October 31 to November 30, 2015) be paid.
Motion Carried.

ii) Draft #2 of 2016 Budget/2015 Actuals to date

The Board discussed smaller capital purchases for 2016. The Chief advised that bunker gear, boots, helmets and additional radios would be required. The Deputy Chief is preparing a plan for replacing pagers with radios, as many of the radios are approximately 20 years old. It was suggested that a separate section be added to the lower part of the Ten Year Capital Plan document listing the smaller purchases anticipated for each year.

With reference to the timeline for replacing the 2005 International Tanker in approximately 2019, when the 1999 Freightliner is slated for replacement in approximately 2023, the Chief advised that the 2005 vehicle is in much poorer condition than the 1999 vehicle.

Motion # 67 - 2015

MOVED by Hayes

SECONDED by Webster

That the Board approve the 2016 draft budget in the amount of \$198,204 (operating) and \$116,372 (capital) as presented, and forward a copy of the approved budget to both Township Councils for their approval. Motion Carried.

Deputy Chief Clayton and Captain Clarke left the meeting to attend practice at 6:55 pm.

iii) Year-end motions for bill payment and surplus/deficit

Motion # 68 - 2015

MOVED by Hayes

SECONDED by Webster

That subject to the audit for 2015, be it resolved that any surplus or deficit of operating funds be allocated to the operating or deficit account in the 2016 budget. Motion Carried.

Motion # 69 - 2015

MOVED by Hayes

SECONDED by Webster

That the Board authorizes all accounts be paid, up to and including December 31, 2015.

Motion Carried.

iv) Chart of Equipment Repairs

The Board reviewed the chart for each piece of equipment. One correction was noted, the transfer of the invoice for Collingwood Spring from Squad #44 to Pumper #41. The Chief noted that no rustproofing has been applied to the vehicles in 2015, but that an application every other year would be sufficient. The Board agreed that the spreadsheets were helpful, and asked that they continue to be updated and provided in agenda packages.

Health & Safety Issues**i/ Update on Inspection Reports****Mulmur:**

All properties identified have either been inspected or the owners have been sent a letter with the exception of the two cellular towers. The Chief anticipated that this could be completed later in December, as the contact person was currently on vacation.

Melancthon:

Dufferin Wind Power's inspection has been completed. With respect to small businesses on Mennonite farms, advice will be sought from the Ontario Fire Marshall's Office. As Dundalk's coverage of Melancthon also includes such farms, a co-ordinated approach between the two departments could be useful in creating a letter to initiate the process. Member Webster will bring this matter to Melancthon Council's attention. One business has stated that they do not want an inspection, but it will be up to Melancthon Council to provide direction to the Chief on that issue. Holmes Agro, which is currently constructing a facility on County Road #124 at 20 Sideroad, has had inspections at their other facilities in Melancthon and therefore, are well aware of the requirements and should not pose any difficulties when the time comes for any inspections.

The Board decided to move Old & New Business ahead so that the final item on the agenda would be the closed session.

Old & New Business**i) Update on collapse of communications tower on November 6th**

The Chief summarized the sequence of events and outlined several options as follows:

- i/ install a temporary tower at a cost of \$17,000 for one month; charges per day after one month are \$150 per day;
- ii/ switch dispatch to Barrie Communications, which would require erecting a “relay” to route the signal, and changing our 9-1-1 status. This would cost approximately \$50,000;
- iii/ replace the tower at a cost of between \$25,000 and \$32,000.

Another potential solution has been discussed which would involve piggy-backing onto the County's tower at Whitfield, as well as the new tower on Melancthon's 15 Sideroad west of County Road #124. Potentially, the Bell tower on Lot 29, Concession 1WHS Mulmur could be part of the solution and Chief Clayton will pursue this topic with his contact in conjunction with his tower inspections. Chair Mills and others will pursue the County option with Scott Burns, Director of Public Works. There may be a rental fee involved with the County tower.

Point to Point Communications in Barrie would take 6 months to acquire a radio license. For internet usage, a small indoor hub has been installed. Payment will be based on usage, so costs could range from \$10 to \$20 per month. In conclusion, communications are functioning adequately and further information should be available at the next meeting.

Closed Session pursuant to the Policy to Govern the Proceedings of the Board, Section 8 b) ii) personal matters about an identifiable individual, including municipal or local board employees, and approving the past closed meeting minutes.

Chief Clayton and Captain Prentice left the meeting.

Motion # 70 - 2015

MOVED by Webster

SECONDED by Hayes

That the Mulmur-Melancthon Fire Board move into closed session pursuant to Section 239 of *The Municipal Act, 2001*, as amended at 7:28 pm 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 # 71 - 2015

MOVED by Webster

SECONDED by Hayes

That the Mulmur-Melancthon Board adjourn the closed session at 8:03 pm and return to the regular meeting. Motion Carried.

The Chief then returned to the meeting.

The Chair advised that the Chief/Deputy Chief Performance Review Form was not suitable, and that the Board will attempt to obtain forms from Orangerville, Rosemont, and Dundalk. The Board will then hold a separate working meeting on their own on this issue.

Motion # 72 - 2015

MOVED by Webster

SECONDED by Hayes

That the motion passed previously in the meeting formally adopting the Performance Review Forms be rescinded. Motion Carried.

Repairs to Tanker

The Chief updated the Board on discussions with the firefighters and Captains. An attempt will be made to have all those who can perform specific portions of the repairs attend the hall for a brainstorming session. It is hoped that a cost effective solution can result from this meeting. The repairs are not urgent and can be accomplished in January once a suitable plan is decided upon.

CONFIRMING MOTION

Motion # 73 - 2015

MOVED by Webster

SECONDED by Hayes

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 # 74 - 2015

MOVED by Webster

SECONDED by Hayes

That the board adjourn at 8:13 p.m. Motion Carried.

Paul Mills

CHAIR

Karen Davidson-Lock

SECRETARY