MINUTES OF THE MULMUR/MELANCTHON FIRE BOARD MEETING
HELD AT THE FIRE HALL IN HONEYWOOD
March 7, 2016

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

CALL TO ORDER at 6:02 pm

Approval of Agenda

Motion # 11 - 2016

MOVED by White
SECONDED by Hayes
That the agenda be approved. 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 # 12 - 2016

MOVED by Webster
SECONDED by White
That the minutes of the February 1, 2016 meeting be approved as circulated. Motion Carried.

Business Arising From Minutes

i) Update on tanker leaks

Arrangements are being made to empty the tank for inspection.

ii) Update on well and holding tank

At this time, the levels appear to be steady and the water quality adequate.

iii) Update on possible solution re. communications tower collapse

Spectrum Communications Ltd. are in the process of submitting an application on behalf of the Fire Department to Industry Canada for a radio license for the Whitfield tower. It is hoped that an emergency service application will be treated with priority in order to finalize the license within 6 months. There are some pieces of existing equipment on the tower that are not currently being used by Dufferin County (owner of the tower and property at Whitfield). Should permission be granted to use those pieces of equipment, this could potentially result in cost savings.

It was reported that the Who's Responding service is working well with the exception of some internet outages, which requires someone to be on site to re-boot the computer.

Correspondence

i) Chief's Call Report to date for 2016 & 2015 Year End Report

The 2016 call report to date was presented. Corrections are required and will be updated on the next report. The report was received.

The 2015 year-end report was then presented. The Chief reported that there is a new reporting system for obtaining police reports, which are required when billing calls. The OPP submits their reports electronically to the Ontario Fire Marshall's Office. Highlights of the report include: 77 calls for the year, with 55 occurring in Mulmur and 22 in Melancthon; no dollar value fire loss for structures; and the increased use of Mutual Aid with Clearview and Shelburne departments. Clarification was provided regarding the billing of false alarms. The Chief advised that 2 warnings are issued before a billing occurs. The number of response calls on pages 8 and 9 do not match, and therefore the numbers need to be verified.

Motion # 13 - 2016

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

ii) Annual Review of Establishing & Regulating By-Law (which includes level of service) Simplified Risk and 30 Ontario Fire Marshall's regulations for each Township

Deputy Chief Clayton presented a report on his review of Township of Mulmur By-Law 48-13 and its' appendices. After discussing the suggestions, which include updating and clarifying wording, the Board received the report and directed that it be forwarded to Mulmur Township Office for further discussion.

Approval of Accounts/Financial Update

i) Approval of Accounts for January 1 to February 29

Motion # 14 - 2016

MOVED by Hayes
SECONDED by Webster
That the accounts in the amount of $5,636.11 (January 1 - February 29, 2016) be paid. Motion Carried.

ii) Review of 2016 Budget

The Vice-Chair requested Mulmur's Treasurer contact Melancthon's Treasurer regarding a discrepancy in the 1st quarter billing for 2016. Budget ratification will be brought forward to the next meeting.

Health & Safety Issues

i) Update on Inspection Reports

Mulmur:
No new inspections have been completed as snow is preventing access to the remaining properties.

Melancthon:
The new Holmes Agro facility on County Road 124 will not be open until spring.

The Chief reported that there are some water issues at the arena, which necessitated replacing the hot water tank at the fire hall as the two facilities share water. Mulmur's Director of Public Works is following up on this issue.

Old & New Business

i) Discussion on potential claw-back of training costs or changing pay schedule for Fire Department to be paid at the end of the year (Rosemont policy for claw-back, Dundalk for payment at end of year only)

The Board discussed the pros and cons of clawing back training costs for those who receive training but leave the department within two years. As it does not appear to be a rampant issue, and no firm numbers were available on the number of firefighters leaving within that time frame, the consensus was that no claw-back provision will be implemented. With respect to changing to pay schedule to the end of the year, both the Chief and Deputy felt that personnel were satisfied with the existing schedule. Therefore, it was the consensus of the Board that the pay schedule remain unchanged.

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.

Motion # 15 - 2016

MOVED by Hayes
SECONDED by White
That the Mulmur-Melancthon Fire Board move into closed session pursuant to Section 239 of *The Municipal Act, 2001*, as amended at 7:08 pm for the following reasons:
- personal matters about an identifiable individual including municipal of local board employees;
- approval of past closed meeting minutes. Motion Carried.

The Chief and Deputy Chief left the meeting at 7:08 pm.

Motion # 16 - 2016

MOVED by Webster
SECONDED by Hayes
That the Mulmur-Melancthon Board adjourn the closed session at 7:36 pm and return to the regular meeting. Motion Carried.

CONFIRMING MOTION

Motion # 17 - 2016

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 # 18 - 2016

MOVED by Hayes
SECONDED by Webster
That the board adjourn at 7:37 p.m. to meet again on April 4, 2016 at 6:00 p.m. Motion Carried.

Paul Mills
CHAIR

Karen Davidson-Lock
SECRETARY