



**MINUTES**  
**MULMUR-MELANCTHON FIRE BOARD**  
**Monday, March 05, 2018**  
**Fire Hall – 6:00 pm**

**Present:** Chair James Webster from Melancthon Township  
Vice-Chair Darren White from Melancthon Township  
Member Paul Mills from Mulmur Township  
Member Earl Hawkins from Mulmur Township  
Fire Chief Jim Clayton  
Deputy Fire Chief Jon Reid  
Secretary Kerstin Vroom

**Firefighters:** Captain Brendon Bogers, Captain Mathew Waterfield,  
Firefighter Kary St. Clair

**1. Call to order by Secretary**

The Secretary called the meeting to order.

**2. Appointment of Chair and Vice-Chair**

The Secretary called for nominations for Chair.

**Motion #1-18 Mills-Hawkins:** THAT James Webster be appointed as Chair of the Mulmur-Melancthon Fire Board until the end of this Council's term. **Carried.**

Chair Webster assumed the position of Chair and asked for nominations for Vice-Chair.

**Motion #2-18 Mills-Hawkins:** THAT Darren White be appointed as Vice-Chair of the Mulmur-Melancthon Fire Board until the end of this Council's term. **Carried.**

**Motion #3-18 Mills-Hawkins:** THAT Kerstin Vroom be appointed as Secretary of the Mulmur-Melancthon Fire Board until the end of this Council's term. **Carried.**

**3. Approval of the Agenda**

**Motion #4-18 Hawkins-Mills:** THAT the agenda be approved as copied and circulated.

**Carried.**

**4. Declaration of Pecuniary Interests**

Chair Webster stated that if any member had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

## **5. Approval of Previous Meeting's Minutes**

**Motion #5-18 Mills-Webster:** THAT the minutes of October 23, 2017 are approved as copied and circulated. **Carried.**

## **6. Business Arising From Minutes – none**

*Firefighter Kary St. Clair left*

## **7. Information Items (Correspondence)**

- i) Dufferin County's Municipal Readiness Fund approval for Radio purchase
- ii) Automatic Aid Agreement with Clearview Township

## **8. Approval of Accounts & Financial Update**

### **i) Approval of Accounts**

**Motion #6-18 Hawkins-Webster:** THAT the accounts in the amount of \$164,573.28 (September 06, 2017 – February 23, 2018) be paid. **Carried.**

*Direction was given to the Secretary to look into the high internet charge for January 2018.*

### **ii) 2018 Draft Budget**

The Board discussed transferring the operating surplus to an operating reserve in order to stabilize the levy.

**Motion #7-18 Webster-Hawkins:** THAT the Board transfers any operating surplus to an operating reserve. **Carried.**

### **iii) Year End Motion**

**Motion #8-18 Webster-Hawkins:** THAT the Board authorizes all accounts be paid, up to and including December 31, 2017. **Carried.**

## **9. Health and Safety Issues**

The Board was advised that the Department would be hosting a Dufferin-wide training.

The Fire Chief and Deputy Chief requested that the Board create a new position of Training Officer. While the Board was in favour of a person dedicated to training and keeping records of same, a discussion ensued regarding the use of a current Captain position instead of the creation of a new position. The Board was advised that the training position would encompass a lot of work and it would take the weight off of the current Captains, which would allow them to fulfill their duties regarding maintenance. The Board felt that the addition of a Captain would make the Department too top heavy and suggested a ranking system which could include making the training position a lieutenant. The position was previously completed by the former Deputy Chief and the Board asked if the processes were in place, would the current Deputy Chief be able to fulfill these duties. The Deputy Chief stated that he was not sure at this

time as he was not sure of the standards and there was no documentation or process currently in place. The Deputy Chief recommended the purchase of FirePro2 to help with the implementation and tracking.

*Direction was given to the Fire Chief and Deputy Chief to start the process with the candidate they had in mind, prepare a job description which includes duties and bring back to the Board at its next meeting.*

## **10. Old/New Business**

### **i) Update County Grant funding – County Wide Communications System**

The Fire Chief advised the Board that there was another presentation made to County Council regarding this system. The Board noted that some other County municipalities and agencies had questioned whether the system was needed and that Orangeville had already purchased the necessary equipment for their department. The Fire Chief explained to the Board that they were unable to communicate unless they were within distance of other receivers. The Board was advised that the OFMEM has a channel available that departments can talk to each other for those departments outside of Dufferin. There was also some concern from the Fire Chief that they could not talk to Orangeville Dispatch. The Board discussed the importance of going through Dispatch instead of to another department coming to the scene to ensure all requests were properly documented. Member Mills stated that he will ask for this item to be put on the next County agenda.

*Direction was given to the Secretary to review the contract with Orangeville Dispatch to see when ‘full dispatch’ was to be implemented.*

### **ii) Tanker Update and Issues with Invoice received**

The Board reviewed the quotation from Lewis Motors and the invoice received. The invoice came in at \$54,761.39 and the quotation was for \$29,469.37 (+ \$1,551.76 for the installation of a clutch) for a total of \$31,021.13 – which was approved by the Board. A cheque was issued to Lewis Motors for \$40,175.25. The Board questioned why the amounts over the original quotation were paid and also who had authorized the extra work. The Board noted that the *Consumer Protection Act, 2002*, 10 (1) states: If a consumer agreement includes an estimate, the supplier shall not charge the consumer an amount that exceeds the estimate by more than 10 per cent.

**Motion #9-18 Webster-Hawkins:** THAT after reviewing the quote and invoice discrepancy from Lewis Motor Sales Inc., the Mulmur-Melancthon Fire Board directs the Fire Chief investigate the reason for the large discrepancy in the invoice, who authorized it and to report back to the Board. The Board at this time is not prepared to pay the balance outstanding.

**Carried.**

### **iii) General Department Updates**

The Fire Chief advised the Board that the tower destroyed during the ice storm had been taken down. The Board was also told that the new pumper had failed its pumping test and is being looked at by the supplier. The Fire Chief also mentioned that the Fire Department was interested in updating to a 6" hose capacity instead of 4" which should not be a large expense and would keep our apparatus in line with the other departments' equipment. Deputy Chief Jon Reid spoke to the benefits of purchasing the FirePro2 Software and presented a quotation for installing the system on 3 separate computers. As the Board discussed last year, FirePro2 would be helpful with training records, payroll etc. The Board did not feel that having it installed on 3 computers was necessary at this time and that the Officers could share a computer.

*Direction was given to the Secretary to see if it was included in the 2018 budget for one computer; and if not, to have it included in the 2019 budget.*

**iv) County of Simcoe Ambulance roll-over billing**

**Motion #10-18 Webster-Hawkins:** THAT after reviewing the incident report, the Mulmur-Melancthon Fire Board is willing to reduce the bill to \$1,000 to cover the cost of the firefighters.

**Carried.**

**v) Draft Regulation Changes to the Fire Protection and Prevention Act.**

The Board reviewed the recommendations of the Deputy Chief and the proposed changes. Although the Department aspires to the National Fire Prevention Standards (NFPA) the timeline is too restrictive as the Ontario Fire College cannot provide adequate placement.

**Motion #11-18 Mills-Webster:** WHEREAS the Ministry of Community Safety and Correctional Services has released draft regulations under the *Fire Protection and Prevention Act*,  
AND WHEREAS the draft regulations would require Mandatory Certification and Training for Firefighters and Other Persons Providing Fire Protection Services, as well as Community Risk Assessments by municipalities;  
AND WHEREAS the Ministry has requested comments on the draft regulations by March 11, 2018;  
NOW THEREFORE BE IT RESOLVED that the Mulmur-Melancthon Fire Board supports and endorses the comments and recommendations of the Shelburne and District Fire Chief as contained in his memorandum dated February 22, 2018;  
AND FURTHER that the Board supports and endorses the comments of the Mulmur-Melancthon Deputy Chief dated March 05, 2018;  
AND FURTHER that the proposed draft regulations fail to recognize the challenges of an Ontario volunteer rural fire department regarding the expense, availability and staff commitment to training;  
AND FURTHER that this resolution, along with the comments, be sent to the Ministry of Community Safety and Correctional Services in advance of the March 11, 2018 deadline, with copies sent to the other partner municipalities of the Mulmur-Melancthon Fire Department, the County of Dufferin, and MPP Sylvia Jones.

**Carried.**

**vi) Review of Establishing and Regulating By-law, Fire Board Agreement, All Fire Related By-laws and All Board Policies and Operating Guidelines.**

**Motion #12-18 Webster-Mills:** THAT the Mulmur-Melancthon Fire Board has reviewed the Establishing and Regulating By-law, All Board Fire related by-laws and All Board Policies and Operating Guidelines and recommends no changes.

**Carried.**

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

**Motion #13-18 Webster-Mills:** THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:35 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.

**Carried.**

**Motion #14-18 Mills-Webster:** THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 8:02 p.m. and return to the regular meeting.

**Carried.**

**Motion #15-18 Mills-Hawkins:** THAT the Mulmur-Melancthon Fire Board ratifies the hiring of Cody Rayner as fire fighter and Matt Waterfield & Brendon Bogers are promoted to Captains, according to the Hiring Policy.

**Carried.**

**12. Chief's Call Report**

**13. Confirming Motion**

**Motion #16-18 Webster-Mills:** 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.

**Carried.**

**14. Motion to Adjourn**

**Motion #17-18 Webster-Mills:** THAT we do now adjourn at 8:07 pm to meet again at the call of the Chair.

**Carried.**

**Approved:**

*James Webster*

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**Chair**

*Kerstin Vroom*

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**Secretary**