



AGENDA

MULMUR-MELANCTHON FIRE BOARD Tuesday, December 20, 2022 at 7:30 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. Appointment of the Chair, Vice-Chair and Secretary

Draft Motion: THAT _____ be appointed to the position of Chair, _____ be appointed to the position of Vice Chair and that _____ be appointed as the Recording Secretary.

3. Land Acknowledgement

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

4. Approval of the Agenda

Draft Motion:

THAT the December 20, 2022, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

5. Approval of Previous Meeting's Minutes

Draft Motion:

THAT the Minutes of the Mulmur-Melancthon Fire Board dated August 25, 2022, be approved as copied and circulated.

6. Declaration of Pecuniary Interest

If any member of the Board has a pecuniary interest, they may declare the nature thereof now or at any time during the meeting.

7. Treasury

a) Accounts

- i. Draft Motion: THAT the operating accounts in the amount of \$43,330.16 be approved as presented.
- ii. Draft Motion: THAT the capital accounts in the amount of \$19,858.15 be approved as presented.

b) 2023 Draft Budget & Capital Forecast

Draft Motion: THAT the Board approve the 2023 draft budget as presented/amended.

c) 2023 Capital Forecast

Draft Motion: THAT the Board receive the 2023 capital forecast.

d) 2023 Proposed Salary Grid

Draft Motion: THAT the Board approve the 2023 salary grid as presented.

e) Pumper Purchase

Draft Motion: THAT the Board direct the Fire Chief to obtain three quotes through Canoe Procurement Group of Canada,
AND THAT the Fire Chief proceed with the purchase of a Pumper from the vendor with the lowest quote, not to exceed \$560,000.

8. Administration

a) Draft Code of Conduct Policy

Draft Motion:
THAT the Board approve the Code of Conduct Policy as presented/amended.

b) Draft Abuse and Neglect Policy

Draft Motion:
THAT the Board approve the Abuse and Neglect Policy as presented/amended.

c) Fire Chief General Update (Verbal)

9. Information Items - None

10. Adjournment

Draft Motion: THAT we do now adjourn at _____ pm to meet again on January 17, 2023, at 7:00 pm or at the call of the Chair.



MINUTES

MULMUR-MELANCTHON FIRE BOARD

Thursday, August 25, 2022 at 7:00 p.m.

Present: David Besley, Chair – Melancthon Township
Earl Hawkins, Vice Chair – Mulmur Township
Patty Clark – Mulmur Township
Darren White – Melancthon Township
Mathew Waterfield – Fire Chief
Everhard Olivieri-Munroe – Deputy Fire Chief
Heather Boston – Secretary

1. **Call to Order** – meeting was called to order by the Chair at 7:01 pm

2. **Land Acknowledgement**

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

3. **Approval of the Agenda**

Motion by: Clark/Hawkins

THAT the August 25, 2022, agenda for the Mulmur-Melancthon Fire Board be approved as amended.

CARRIED.

4. **Approval of Previous Meeting's Minutes**

Motion by: Hawkins/Clark

THAT the Minutes of the Mulmur-Melancthon Fire Board dated July 21, 2022, be approved as copied and circulated.

CARRIED.

5. **Declaration of Pecuniary Interest**

Chair Besley stated that if any member of the Board had a 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.

6. Treasury

a) Accounts

Motion by: Hawkins/Clark

THAT the operating accounts as presented in the amount of \$6,390.30 be approved.

CARRIED.

b) Furnace Replacement

Darren White joined the meeting at 7:13 pm

Motion by: Hawkins/White

THAT the Board direct the Fire Chief to obtain three quotes
AND THAT the Chair and Fire Chief will select and purchase a new furnace and air conditioner at their discretion
AND FURTHER THAT the cost will be funded through capital reserves.

CARRIED.

7. Administration

a) Fire Chief General Update

- Three members participated in a firefighter competition in Oshawa
- Fire Learning Management System has come online and slowing implementing and will be fully rolled out by the fall

8. Information Items - None

9. Adjournment

Motion by: Clark/Hawkins

THAT we do now adjourn at 7:23 pm to meet again on September 20, 2022, at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary

Accounts Payable

AP Operating Approval List Sep 17-Dec 19

Vendor 000000 Through 999999

Invoice Entry Date 2022-01-01 to 2022-12-19 Paid Invoices Cheque Date 2022-09-17 to 2022-12-19

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb Item Amount
MM FIRE - OPERATING REV/EXP					
02-1094-5109	090441 TOWNSHIP OF MULMUR	0039612 SECRETARY FEE OCT-DEC 2022	2022-11-30	2022-11-30	000490 500.00
02-1094-5109	090441 TOWNSHIP OF MULMUR	39529 SECRETARY FEE	2022-09-30	2022-10-31	000481 500.00
Account Total					1,000.00
02-1094-5110	090698 M & L SUPPLY FIRE & SAFETY	013860 SCBA TESTING	2022-09-12	2022-09-29	001059 1,719.59
02-1094-5112	090441 TOWNSHIP OF MULMUR	0039246 AUGUST FUEL USAGE	2022-09-02	2022-09-20	000472 116.35
02-1094-5112	090441 TOWNSHIP OF MULMUR	0039505 SEPT FUEL USAGE	2022-10-11	2022-10-17	000477 207.68
02-1094-5112	090441 TOWNSHIP OF MULMUR	0039603 OCT FUEL USED FROM PW	2022-11-03	2022-11-28	000488 774.37
02-1094-5112	000052 TORONTO DOMINION VISA (MW)	11/28/2022 FUEL	2022-11-07	2022-11-28	000487 87.01
Account Total					1,185.41
02-1094-5114	001987 BLUEWATER FIRE & SECURITY	04-18212 ANNUAL FIRE INSPECTION	2022-10-19	2022-11-03	001066 813.00
02-1094-5114	091198 STEVE DEARLING	11/28/2022 OVRHD DOOR GLASS/GLASS MTG RM	2022-11-28	2022-11-28	001080 350.00
02-1094-5114	000622 GORD DAVENPORT AUTOMOTIVE INC.	14417-282291 BATTERY CHARGER, WARRANTY	2022-09-21	2022-09-29	001057 334.30
02-1094-5114	002036 BOS MATT	2612625 VALVE/ROD/FLOAT BALL	2022-10-05	2022-11-03	001067 255.95
02-1094-5114	000062 FIRECHEK PROTECTION SERVICES INC	5408 AIR PURIFIER FILTER/O RING/	2022-11-24	2022-11-28	001075 1,153.32
Account Total					2,906.57
02-1094-5115	090698 M & L SUPPLY FIRE & SAFETY	013251 REFLECTIVE STRAPS, GRIPPERS	2022-08-08	2022-10-17	001063 360.81
02-1094-5115	000535 SHELBURNE HOME HARDWARE	366419/1 CORDS	2022-09-21	2022-09-29	001060 84.73
02-1094-5115	000535 SHELBURNE HOME HARDWARE	368617/1 COUPLING & TAPE	2022-10-18	2022-11-03	001072 12.07
02-1094-5115	009087 TOTAL BATTERY BARRIE	B769993 AA, AAA BATTERIES	2022-09-07	2022-09-20	001056 221.56
02-1094-5115	000052 TORONTO DOMINION VISA (MW)	OCT 5 2022 SHELL VPOWER FUEL	2022-10-05	2022-10-17	000476 32.00
02-1094-5115	000052 TORONTO DOMINION VISA (MW)	OCT 5 2022 IDEAL SOAP WITH WAX	2022-10-05	2022-10-17	000476 129.94
Account Total					841.11

Accounts Payable

AP Operating Approval List Sep 17-Dec 19

Vendor 000000 Through 999999

Invoice Entry Date 2022-01-01 to 2022-12-19 Paid Invoices Cheque Date 2022-09-17 to 2022-12-19

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb Item Amount
02-1094-5117	001363 HYDRO ONE NETWORKS INC.	10122022 OCT 2022 HYDRO	2022-10-12	2022-11-03	000482 437.26
02-1094-5117	001363 HYDRO ONE NETWORKS INC.	11/10/2022 NOV 2022 HYDRO	2022-11-10	2022-11-28	000485 411.01
02-1094-5117	001363 HYDRO ONE NETWORKS INC.	SEPT 12 2022 SEPT 22 HYDRO	2022-09-12	2022-09-29	000474 464.27
Account Total					1,312.54
02-1094-5118	000080 STILLWATER CONSULTING LIMITED	0004303 DEPLOY/IMPLEMENT FLMS CONSULTI	2022-08-02	2022-11-28	001081 565.00
02-1094-5118	000080 STILLWATER CONSULTING LIMITED	0004304 FIRE MGMT SYSTEM AUG & LAST	2022-08-02	2022-11-28	001081 710.88
02-1094-5118	000080 STILLWATER CONSULTING LIMITED	0004337 FIRE LEARNING MGMT SEPT 2022	2022-09-01	2022-11-28	001081 355.44
02-1094-5118	000080 STILLWATER CONSULTING LIMITED	0004375 FIRE LEARNING MGMT OCT 2022	2022-10-01	2022-11-28	001081 355.44
02-1094-5118	000080 STILLWATER CONSULTING LIMITED	0004408 FIRE LEARNING MGMT NOV 2022	2022-11-01	2022-11-28	001081 355.44
02-1094-5118	000060 THE MUNICIPALITY OF BROCKTON	0267336 TRAINING - KYLE MCGEE	2022-10-24	2022-11-03	001074 395.50
02-1094-5118	000060 THE MUNICIPALITY OF BROCKTON	0269098 TRAINING-CC,KM,MM HAZMAT	2022-11-15	2022-11-28	001082 1,186.50
02-1094-5118	091201 CITY OF RICHMOND HILL	10010002071 NFPA 1021 COURSE 111 BLENDED	2022-11-30	2022-12-12	001085 339.00
02-1094-5118	091185 R S RESCUE	1300 RESCUE TRAINING	2022-10-26	2022-11-03	001070 1,130.00
Account Total					5,393.20
02-1094-5119	091163 ONTARIO ASSOCIATION OF FIRE CHIEFS	4406 2023 OAFI MEMBERSHIP	2022-11-01	2022-11-28	001078 305.10
02-1094-5120	090994 TELIZON INC.	03500520220913 ACCT#35005 - FIRE SEPT	2022-09-13	2022-09-20	000471 117.53
02-1094-5120	090994 TELIZON INC.	03500520221013 ACCT#35005 - FIRE OCT	2022-10-13	2022-10-26	000480 117.41
02-1094-5120	090994 TELIZON INC.	11/13/2022 ACCT#35005 -NOV 2022	2022-11-13	2022-11-28	000486 118.28
02-1094-5120	091194 BELL MOBILITY INC.	11/13/2022 NOV CELL PHONE	2022-11-13	2022-11-28	000484 21.54
02-1094-5120	000075 TILLSONBURG FIRE & RESCUE SERVICES	21-0010 DISPATCH NOV20-JAN21	2022-02-01	2022-10-17	001065 2,724.75
02-1094-5120	000075 TILLSONBURG FIRE & RESCUE SERVICES	21-0118 DISPATCH AUG21-OCT21	2022-01-01	2022-10-17	001065 2,833.74
02-1094-5120	000075 TILLSONBURG FIRE & RESCUE SERVICES	22-0025 DISPATCH NOV21-JAN22	2022-02-10	2022-10-17	001065 2,833.74
02-1094-5120	000075 TILLSONBURG FIRE & RESCUE SERVICES	22-0120 DISPATCH MAY22-JUL22	2022-08-22	2022-10-17	001065 2,833.75

Accounts Payable

AP Operating Approval List Sep 17-Dec 19

Vendor 000000 Through 999999

Invoice Entry Date 2022-01-01 to 2022-12-19 Paid Invoices Cheque Date 2022-09-17 to 2022-12-19

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb Item Amount
02-1094-5120	000013 FLUENT INFORMATION MANAGEMENT SYSTEMS	INV-7368 WHO'S RESPONDING APP & EQUIP	2022-12-01	2022-12-12	001086 1,243.00
02-1094-5120	091194 BELL MOBILITY INC.	OCT 13 2022 OCTOBER CELL PHONE	2022-10-13	2022-10-26	000478 21.56
02-1094-5120	091164 SWISH MAINTENANCE LIMITED	S055761 GPS FEE: SEPT	2022-09-29	2022-10-17	001064 158.20
02-1094-5120	091164 SWISH MAINTENANCE LIMITED	S055999 GPS FEE: OCTOBER	2022-10-26	2022-11-03	001073 102.92
02-1094-5120	091164 SWISH MAINTENANCE LIMITED	S056332 GPS FEE: NOV 2022	2022-11-30	2022-12-12	001088 102.92
02-1094-5120	091194 BELL MOBILITY INC.	SEPT 13 2022 SEPT CELL PHONE	2022-09-13	2022-10-26	000478 21.55
Account Total					13,250.89
02-1094-5121	091199 2282952 ONTARIO LTD/THE DUFFERIN GROUP	0000171691 27 X WINTER FLIP TOQUE	2022-12-05	2022-12-12	001083 547.65
02-1094-5121	000052 TORONTO DOMINION VISA (MW)	11/28/2022 THE DUFFERIN GROUP HATS	2022-11-07	2022-11-28	000487 506.81
02-1094-5121	000052 TORONTO DOMINION VISA (MW)	11/28/2022 CDN TIRE EARMUFFS	2022-11-07	2022-11-28	000487 126.51
Account Total					1,180.97
02-1094-5122	090441 TOWNSHIP OF MULMUR	0039612 TREASURY OCT-DEC 2022	2022-11-30	2022-11-30	000490 2,500.00
02-1094-5122	090441 TOWNSHIP OF MULMUR	39529 TREASURY FEE	2022-09-30	2022-10-31	000481 2,500.00
Account Total					5,000.00
02-1094-5123	091200 BAYSHORE BROADCASTING	10/30/2022 FIRE PREVENTION MSG RADIO STN	2022-10-30	2022-12-12	001084 254.25
02-1094-5124	090883 SPARLINGS PROPANE CO. LTD	88725061978813 PROPANE	2022-12-01	2022-12-12	001087 1,491.51
02-1094-5141	000052 TORONTO DOMINION VISA (MW)	11/28/2022 NEW ORLEANS PIZZA -MEAL	2022-11-07	2022-11-28	000487 110.66
02-1094-5141	000052 TORONTO DOMINION VISA (MW)	11/28/2022 FOOLAND CHICKEN/WEDGES MEAL	2022-11-07	2022-11-28	000487 115.63
02-1094-5141	000052 TORONTO DOMINION VISA (MW)	11/28/2022 TIM HORTONS COFFEE FOR HOUSE F	2022-11-07	2022-11-28	000487 67.77
Account Total					294.06
02-1094-5142	000052 TORONTO DOMINION VISA (MW)	11/28/2022 BEST BUY TV/MOUNTS/SERGE	2022-11-07	2022-11-28	000487 503.65
02-1094-5144	000002 HETEK SOLUTIONS INC	INV0044014 CALIBRATION SERVICE FEE	2022-09-21	2022-09-29	001058 203.40

Accounts Payable

AP Operating Approval List Sep 17-Dec 19

Vendor 000000 Through 999999

Invoice Entry Date 2022-01-01 to 2022-12-19 Paid Invoices Cheque Date 2022-09-17 to 2022-12-19

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb Item Amount
02-1094-5146	000052 TORONTO DOMINION VISA (MW)	11/28/2022 ANNUAL CASH BACK CREDIT	2022-11-07	2022-11-28	000487 -27.81
02-1094-5146	090454 TD CANADA TRUST AUTO DEBITS	AUG 2022 SEPT EFT S/C	2022-08-31	2022-09-29	000473 25.00
02-1094-5146	090454 TD CANADA TRUST AUTO DEBITS	Nov 2022 OCT EFT S/C	2022-11-30	2022-11-30	000489 25.00
02-1094-5146	090454 TD CANADA TRUST AUTO DEBITS	SEPT 2022 OCT EFT S/C	2022-09-30	2022-10-26	000479 25.00
Account Total					47.19
02-1094-5160	000622 GORD DAVENPORT AUTOMOTIVE INC.	14417-281332 FLOOR DRY, FLOPERM DEF	2022-09-07	2022-09-20	001054 146.00
02-1094-5161	000068 CARRIER EMERGENCY VEHICLES	00228 2022 PUMP & LADDER TESTING	2022-10-17	2022-11-03	001068 1,657.40
02-1094-5161	091191 BIRCHWOOD ENTERPRISES	202217 RUST PROOFING VEHICLES	2022-09-30	2022-10-17	001062 293.80
Account Total					1,951.20
02-1094-5162	091191 BIRCHWOOD ENTERPRISES	202217 RUST PROOFING VEHICLES	2022-09-30	2022-10-17	001062 169.50
02-1094-5163	091191 BIRCHWOOD ENTERPRISES	202217 RUST PROOFING VEHICLES	2022-09-30	2022-10-17	001062 293.80
02-1094-5164	000068 CARRIER EMERGENCY VEHICLES	00229 2022 PUMP & LADDER TESTING	2022-10-17	2022-11-03	001068 1,038.99
02-1094-5164	091191 BIRCHWOOD ENTERPRISES	202217 RUST PROOFING VEHICLES	2022-09-30	2022-10-17	001062 293.80
02-1094-5164	090433 LARRY BYE MOBILE REPAIR	26736 ANNUAL SAFETY	2022-10-20	2022-11-03	001069 992.43
02-1094-5164	000405 DEPENDABLE EMERGENCY VEHICLES	FS11569 SQ44 HOSE REEL REPAIRS	2022-08-31	2022-09-20	001053 1,012.60
02-1094-5164	091189 FIVE9 SOLUTIONS INC.	INV002318 MOBILE RADIO/MICROPHONE	2022-11-23	2022-11-28	001076 395.50
Account Total					3,733.32
02-1094-5165	091191 BIRCHWOOD ENTERPRISES	202217 RUST PROOFING VEHICLES	2022-09-30	2022-10-17	001062 146.90
Account Total					146.90
Department Total					43,330.16
Total Paid Invoices					43,330.16
Total Unpaid Invoices					0.00
Total Invoices					43,330.16

Accounts Payable

AP Operating Approval List Sep 17-Dec 19

Vendor 000000 Through 999999

Invoice Entry Date 2022-01-01 to 2022-12-19 Paid Invoices Cheque Date 2022-09-17 to 2022-12-19

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb Item Amount
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Department Summary

02-1094	MM FIRE - OPERATING REV/EXP	43,330.16
Report Total		43,330.16

Accounts Payable

AP Capital Approval List Sep 17-Dec 19

Vendor 000000 Through 999999

Invoice Entry Date 2022-01-01 to 2022-12-19 Paid Invoices Cheque Date 2022-09-17 to 2022-12-19

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb Item Amount
MM FIRE - CAPITAL FUND					
02-1095-5200	000069 ROBINSON MARK	11032022 40 FOOT SEACAN	2022-10-05	2022-11-03	001071 2,900.00
02-1095-5200	001628 SAFEDESIGN APPAREL LTD.	259562 CAIRNS #664 HELMET	2022-08-31	2022-09-20	001055 534.34
02-1095-5200	001628 SAFEDESIGN APPAREL LTD.	259886 BUNKER GEAR	2022-11-16	2022-11-28	001079 2,633.47
02-1095-5200	000067 B&B TOWING - DIV OF 1359768 ONTARIO INC	31533 8 X 40 STORAGE CONTAINER	2022-10-07	2022-10-17	001061 549.00
02-1095-5200	000074 NOTTAWASAGA MECHANICAL	53110098 FURNACE/AC REPLACEMENT	2022-11-14	2022-11-28	001077 13,241.34
Account Total					19,858.15
Department Total					19,858.15
Total Paid Invoices					19,858.15
Total Unpaid Invoices					0.00
Total Invoices					19,858.15

Accounts Payable

AP Capital Approval List Sep 17-Dec 19

Vendor 000000 Through 999999

Invoice Entry Date 2022-01-01 to 2022-12-19 Paid Invoices Cheque Date 2022-09-17 to 2022-12-19

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb Item Amount
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Department Summary

02-1095	MM FIRE - CAPITAL FUND	19,858.15
Report Total		19,858.15

MULMUR MELANCTHON FIRE DEPARTMENT

updated Dec 19, 2022		YTD	FINAL	YTD	FINAL	DRAFT		%	
		2021 ACTUAL	2021 BUDGET	2022 ACTUAL	2022 BUDGET	2023 Budget	VARIANCE	Share	
Revenue									
02-1094-4000	MM FIRE-CALL REVENUE	\$ 31,421	\$ 20,000	\$ 11,804	\$ 20,000	\$ 12,000	(8,000)		
02-1094-4010	MM FIRE-DONATIONS	\$ -	\$ -		\$ -	\$ -	-		
02-1094-4020	MM FIRE-OTHER REVENUE	\$ -	\$ -		\$ -	\$ -	-		
02-1094-4030	MM FIRE-INTEREST EARNED	\$ -	\$ -		\$ -	\$ -	-		
02-1094-4130	MM FIRE-OP REV MELANCTHON	39,952.92	49,842.72	44,255.37	50,500.44	55,869.64	5,369	23.68%	2023
	OPERATING SURPLUS MELANCTHON		(9,889.80)	-	(6,245.07)	(9,811.11)	(3,566)	23.68%	2022
02-1094-4230	MM FIRE-OP REV MULMUR	119,717.60	154,598.28	143,391.07	162,761.56	180,066.36	17,305	76.32%	2023
	OPERATING SURPLUS MULMUR		(34,880.68)	-	(19,370.49)	(31,620.94)	(12,250)	76.32%	2022
02-1094-3001	MM FIRE-PR YR'S OPERATING SURPLUS	44,770.48	44,770.48	25,615.56	25,615.56	41,432.05	15,816		
02-1094-4310	MM FIRE-TSFR FM OPERATING RESERVES						-		
	Total Operating Revenue	\$ 235,862	\$ 224,441	\$ 225,066	\$ 233,262	\$ 247,936	14,674		
Expenses									
02-1094-5100	MM FIRE MANAGEMENT SALARIES	\$ 32,996	\$ 35,500	\$ 31,323	\$ 36,210	\$ 37,300	1,090		
02-1094-5101	MM FIRE FIREHALL TRAINING & DUTY WAGES	\$ 31,578	\$ 36,000	\$ 22,289	\$ 36,000	\$ 36,000	-		
02-1094-5102	MM FIRE FIRE CALL WAGES	\$ 18,133	\$ 27,000	\$ 17,998	\$ 27,000	\$ 27,810	810		
02-1094-5103	MM FIRE EXTERNAL TRAINING WAGES	\$ 1,496	\$ 5,000	\$ 3,871	\$ 7,500	\$ 9,000	1,500		
02-1094-5104	MM FIRE EMPLOYER HEALTH TAX	\$ 852	\$ 1,000	\$ 664	\$ 1,000	\$ 1,000	-		
02-1094-5105	MM FIRE WORKERS COMPENSATION	\$ 7,404	\$ 6,100	\$ 3,340	\$ 6,100	\$ 6,100	-		
02-1094-5109	MM FIRE SECRETARIAL DUTIES	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	-		
02-1094-5110	MM FIRE SELF CONT BREATH APP (SCBA'S)	\$ 3,634	\$ 3,000	\$ 3,806	\$ 3,000	\$ 4,000	1,000		
02-1094-5112	MM FIRE VEHICLE FUEL	\$ 3,896	\$ 3,700	\$ 3,154	\$ 3,700	\$ 3,700	-		
02-1094-5114	MM FIRE BLDGS & GROUNDS MAINTENANCE	\$ 6,370	\$ 5,000	\$ 4,677	\$ 5,000	\$ 6,000	1,000	upgrade lights	
02-1094-5115	MM FIRE MATERIALS/SUPPLIES	\$ 4,153	\$ 6,000	\$ -	\$ 6,000	\$ -	(6,000)		
02-1094-5116	MM FIRE RADIO MAINTENANCE	\$ 2,616	\$ 4,000	\$ 2,293	\$ 4,000	\$ 4,000	-		
02-1094-5117	MM FIRE HEAT & HYDRO	\$ 4,991	\$ 5,250	\$ 4,231	\$ 5,250	\$ 5,250	-		
02-1094-5118	MM FIRE TRAINING COURSES	\$ 5,740	\$ 6,000	\$ 11,015	\$ 8,500	\$ 12,000	3,500		
02-1094-5119	MM FIRE ASSOCIATION FEES	\$ 309	\$ 410	\$ 584	\$ 410	\$ 584	174	Add Training Officers Assoc	
02-1094-5120	MM FIRE COMMUNICATIONS	\$ 18,251	\$ 17,500	\$ 16,306	\$ 17,500	\$ 17,500	-		
02-1094-5121	MM FIRE MISC (AWARDS-STATION WEAR)	\$ 365	\$ 2,500	\$ 2,152	\$ 3,000	\$ 3,000	-	Hats, shirts	
02-1094-5122	MM FIRE TREASURERS EXPENSE	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	-		
02-1094-5123	MM FIRE PREVENTION/INSPECTIONS	\$ -	\$ 300	\$ 229	\$ 300	\$ 1,000	700	fire prevention packages	
02-1094-5124	MM FIRE PROPANE	\$ 6,836	\$ 5,700	\$ 6,504	\$ 5,700	\$ 5,700	-		
02-1094-5125	MM FIRE AUDIT	\$ 2,340	\$ 2,341	\$ 2,442	\$ 2,442	\$ 2,442	-		
02-1094-5130	MM FIRE ASSET MANAGEMENT	\$ 809	\$ 500	\$ 810	\$ 810	\$ 810	-		
02-1094-5134	MM FIRE INSURANCE	\$ 13,634	\$ 20,000	\$ 15,130	\$ 20,000	\$ 17,000	(3,000)		
02-1094-5140	MM FIRE TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ 5,000	5,000	mileage for training	
02-1094-5141	MM FIRE MEALS & ENTERTAINMENT	\$ 393	\$ 650	\$ 470	\$ 650	\$ 650	-		
02-1094-5142	MM FIRE OFFICE/COMPUTER SUPPLIES	\$ 3,531	\$ 2,000	\$ 3,195	\$ 2,000	\$ 3,000	1,000		
02-1094-5143	MM FIRE MEDICAL SUPPLIES	\$ 1,032	\$ 1,000	\$ 81	\$ 1,500	\$ 1,000	(500)		
02-1094-5144	MM FIRE EQUIP REPAIRS & MAINTENANCE	\$ 3,637	\$ 1,500	\$ 1,147	\$ 1,500	\$ 2,000	500	Batteries, signs	
02-1094-5145	MM FIRE-MTO REPORTS	\$ 350	\$ 300	\$ (14)	\$ 400	\$ 300	(100)		
02-1094-5146	MM FIRE BANK CHARGES	\$ 377	\$ 440	\$ 246	\$ 340	\$ 340	-		
02-1094-5150	MM FIRE IT SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	-		
02-1094-5160	MM FIRE - EQUIPMENT SUPPLIES	\$ 1,696	\$ 500	\$ 2,411	\$ 1,700	\$ 7,200	5,500	Hose, anything for vehicules	
02-1094-5161	MM FIRE - PUMPER #41 1999 FREIGHTLINER	\$ 9,362	\$ 3,500	\$ 1,757	\$ 3,500	\$ 5,000	1,500		
02-1094-5162	MM FIRE - 2020 FORD RESCUE #42	\$ 1,498	\$ 1,000	\$ 873	\$ 1,500	\$ 2,000	500		
02-1094-5163	MM FIRE - TANKER #43 2020 FREIGHTLINER	\$ 1,541	\$ 2,000	\$ 4,966	\$ 2,000	\$ 2,000	-		
02-1094-5164	MM FIRE - PUMPER #44 2009 SPAR	\$ 7,102	\$ 5,000	\$ 3,550	\$ 5,000	\$ 5,500	500		
02-1094-5165	MM FIRE - 2006 TRAILER (RME)	\$ 915	\$ 1,000	\$ 132	\$ 1,000	\$ 1,000	-		
02-1094-5166	MM FIRE - ARGO	\$ 408	\$ 750	\$ -	\$ 750	\$ 750	-		
	Total Operating Expenses	\$ 210,247	\$ 224,441	\$ 183,634	\$ 233,262	\$ 247,936	14,674	6.29%	
							-		
	Operating Surplus (deficit)	\$ 25,616	\$ -	\$ 41,432	\$ -	\$ -	-		
CAPITAL BUDGET									
CAPITAL REVENUE									
02-1095-4010	MM FIRE-CAPITAL DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4030	MM FIRE-INTEREST EARNED	\$ 1,029	\$ 1,500	\$ 5,687	\$ 1,000	\$ 1,000	-		
02-1095-4040	MM FIRE-CAPITAL GRANT REVENUE	\$ 5,400	\$ -	\$ 4,272	\$ -	\$ -	-		
02-1095-4050	MM FIRE-SALE OF VEHICLE	\$ -	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4060	MM FIRE-SALE OF EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4140	MM FIRE-CAP REVENUE MELANCTHON	\$ 58,750	\$ 58,750	\$ 62,500	\$ 62,500	\$ 72,500	10,000		
02-1095-4240	MM FIRE-CAP REVENUE MULMUR	\$ 58,750	\$ 58,750	\$ 62,500	\$ 62,500	\$ 72,500	10,000		
02-1095-4300	MM FIRE-TSFR FROM CAPITAL RESERVES	\$ 22,786	\$ 21,286	\$ 8,217	\$ 17,721	\$ 17,000	(721)		

MULMUR MELANCTHON FIRE DEPARTMENT

updated Dec 19, 2022		YTD	FINAL	YTD	FINAL	DRAFT		%	
		2021 ACTUAL	2021 BUDGET	2022 ACTUAL	2022 BUDGET	2023 Budget	VARIANCE	Share	
	Total Capital Revenue	\$ 146,715	\$ 140,286	\$ 143,175	\$ 143,721	\$ 163,000	19,279		
CAPITAL EXPENSES							-		
02-1095-5200	MM FIRE CAPITAL PURCHASES	\$ 29,215	\$ 22,786	\$ 18,175	\$ 18,721	\$ 18,000	(721)		
02-1095-5300	MM FIRE TSF TO CAPITAL RESERVES	\$ 117,500	\$ 117,500	\$ 125,000	\$ 125,000	\$ 145,000	20,000		
		\$ 146,715	\$ 140,286	\$ 143,175	\$ 143,721	\$ 163,000	19,279	13.41%	
	Capital Surplus (deficit)	\$ -	\$ -	\$ -	\$ -	\$ -			

Mulmur-Melancthon Fire Board

Capital Forecast

2023

	Capital Forecast									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Opening Balance	195,601	301,880	428,880	5,565	149,679	142,723	271,344	440,117	617,966	96,778
<u>Transfers In</u>										
Equipment Reserves	125,000	145,000	155,000	162,750	170,888	179,432	188,403	197,824	207,715	218,101
Sale of Vehicles										
Sale of Equipment										
Interest Earned										
<u>Transfers Out</u>										
Capital Expenditures	(18,721)	(18,000)	(18,315)	(18,636)	(18,962)	(19,293)	(19,631)	(19,975)	(20,324)	(20,680)
Bunker Gear										
SCBA's					(128,883)					
Trailer						(31,517)				
ARGO					(30,000)					
Rescue 42 (2020 F250)										
Tanker 43 (2020 Freightliner)										
Pumper 41 (1999 Freightliner)			(560,000)							
Squad Pumper 44 (2009 Spartan)									(708,579)	
Building										
	301,880	428,880	5,565	149,679	142,723	271,344	440,117	617,966	96,778	294,198

Mulmur-Melancthon Fire Dpartment
2023 Proposed Pay Grid
Cost of Living 3% Infation

		2022		
		Salary	Practice	Fire Calls
Fire Chief		20,400	25.03	25.03
Deputy Chief		8,160	24.22	24.22
Training Coordinator		1,530	23.15	23.15
Captainsx4		1,530	23.15	23.15
Firefighters after 2 years			22.59	22.59
Firefighters after 1 years			21.49	21.49
Firefighters on probation			18.36	18.36

36,210.00

	2023		
	Salary	Training	Fire Calls
	21,012	25.03	25.78
	8,405	24.22	24.95
	1,576	23.15	23.84
	1,576	23.15	23.84
		22.59	23.27
		21.49	22.14
		18.36	18.91

37,296.30



Quote Number 00005338
Created Date 12/9/2022

Company Address 901 Commerce Road
P.O. Box 524
Luverne, MN 56156-0524
US

Account Name Mulmur-Melancthon Fire Department

Prepared By Brett Jensen
Email brett@midwestfire.com
Phone 507-690-2981
Fax 507-283-9142

Apparatus		
Product	Quote Description	Quantity
A) 1.00.03.P	Pumper All-Poly Series 1250 Gallon	1.00
A) 1.01	Pumper, Front Fill Tower	1.00
A) 1.03.01	Pumper, Dual High Side Package, Full Body	1.00
F) 6.02.03.09.P	Adjustable Shelf, Street Side, Front, Upper	1.00
F) 6.02.03.10.P	Adjustable Shelf, Street Side, Rear, Upper	2.00
F) 6.02.03.11	Adjustable Shelf, Curb Side, Front, Upper	1.00
F) 6.02.03.12	Adjustable Shelf, Curb Side, Rear, Upper	2.00
F) 6.02.03.13.02	Adjustable Shelf, Street Side, Front, Lower, Half Width, Back	1.00
F) 6.02.03.14.02	Adjustable Shelf, Street Side, Rear, Lower, Half Width Back	1.00
F) 6.02.04.01	Slide-Out Shelf, Street Side, Front	1.00
F) 6.02.04.04.P	Slide-Out Shelf, Street Side, Rear	1.00
F) 6.02.04.08.P	Slide-Out Shelf, Curb Side, Rear	1.00
F) 6.02.04.13	Slide-Out Shelf, Rear Facing	1.00
F) 6.02.11.01	SCBA Spare Bottle Holder, Street Side, Rear, Ahead of Wheels, Single	1.00
F) 6.02.11.04	SCBA Spare Bottle Holder, Street Side, Rear, Behind Wheels, Single	1.00
F) 6.02.11.05	SCBA Spare Bottle Holder, Curb Side, Rear, Ahead of Wheels, Single	1.00
F) 6.02.11.08	SCBA Spare Bottle Holder, Curb Side, Rear, Behind Wheels, Single	1.00
G) 7.03	Pumper, Catwalk	1.00
H) 8.00.01.04	Rear Grab Rails, One (1) Horizontal on both side of the Hose bed Access Platform, Two (2) Total	1.00
H) 8.00.01.06	Rear Grab Rails, One (1) Vertical on Rear of Body, Curb Side	1.00
H) 8.00.04	Tank Grab Rail, (1) One, Front, Street Side	1.00
H) 8.00.05	Tank Grab Rail, (1) One, Front, Curb Side	1.00
H) 8.01.02.03	Front Folding Steps, Chrome Plated, Street Side, (3) Three	1.00
H) 8.01.03.03	Front Folding Steps, Chrome Plated, Curb Side, (3) Three	1.00
H) 8.01.08	Hose Bed Platform, One (1), Below Center Rear Hose Bed	1.00
H) 8.02.05.01	Zico Quic-Ladder, 15", Street Side	1.00
H) 8.02.05.03	Zico Quic-Ladder, Ladder Light Assembly	1.00



I) 9.02.01.02	Quad-Cluster Tail Light Package, Whelen M6 Series	1.00
I) 9.02.03	Side Mount Turn Signals	1.00
I) 9.04.01.02	Camera, Rear View, RearViewSafety, w/out GPS	1.00
I) 9.06.06.02	12V Power Strip, Inside Locker, Street Side, Front, Over Wheel	1.00
I) 9.06.06.06	12V Power Strip, Inside Locker, Curb Side, Front, Over Wheel	1.00
I) 9.06.06.09	12V Power Strip, Inside Center Console, Wired to Chassis Battery	1.00
I) 9.06.06.10	12V Power Strip, Inside Center Console, Wired to Master Switch	1.00
I) 9.06.07.06	Power Inverter, 3000W, Curb Side, Front, Over Wheel	1.00
I) 9.07.06.01.P	IC, Soft Glo Series Tank Level Gauge, Street Side Pump Panel - Master	1.00
J) 10.00.01	Center Console for Freightliner Chassis	1.00
J) 10.00.10.03	Open Door Alarm	1.00
J) 10.01.01.01	Light Bar, LED, Low-Profile, Model Whelen, #JE2NFPA, Red	1.00
J) 10.02.01.03	Whelen 295SLSA1 Siren w/ Speaker Mounted flush mounted, Curb Side	1.00
J) 10.02.03.02	Mechanical Q-Siren (Q2B), Chrome Plated, Mounted Through Front Bumper, Street Side	1.00
J) 10.02.03.05	Additional Q2B Switch, Mounted to Curb Side of Center Console	1.00
J) 10.04.04.02	Lower Level Lights, Front/Rear Flashers, Red Light, M6 Series LED, Four (4) Total	1.00
J) 10.05.04	Intersection Lights, M6 Series LED, Red Light, (6) Six, (3) Three Each Side	1.00
J) 10.06.08.02	Side/Rear Scene/Flasher, Red Light, M9V2, (2) Each Side Tank, (2) Rear of Apparatus, (6) Six Total	1.00
J) 10.07.05	Automatic Reverse Scene Lighting	1.00
J) 10.09.03.P	Ground Lights, LED, (8) Eight	1.00
J) 10.10.01.01	Wigwag Headlights - OEM Installed	1.00
J) 10.10.06.02	Step Lights, LED, (8) Eight, Illuminate Chassis Steps	1.00
K) 11.00.03.01.P	Paint, Color Matched Two-Tone, 750-1250 Gallon	1.00
K) 11.00.08	Paint Spray Out Request - (Up to 3 Spray Outs)	1.00
K) 11.03.01	Vinyl Lettering, Chassis Doors, (See Spec for Details)	1.00
K) 11.03.03	Vinyl Lettering, Customer Unit Number on the Street and Curb Side Chassis Fenders, (See Spec for Details)	1.00
K) 11.03.04	Vinyl Lettering, Street & Curb Side, (See Spec for Details)	1.00
K) 11.05.01.01	Reflective Striping, White, (1" x 4"), Straight on Truck & Body, Single Axle	1.00
K) 11.05.03	Reflective Striping Inside of Chassis Doors	2.00
K) 11.05.08.01	Reflective Striping, Ascending Z-Stripe Pattern, Single Axle - Upcharge	1.00
K) 11.06.04.P	Rear Chevron, Diamond Grade Pattern, 100% of Rear, Red/Fluorescent Yellow/Green	1.00
M) 13.04.06.01	Pump, Hale DSD 1250 Split-Shaft, Side Control, 36" Pumphouse	1.00
M) 13.04.20.01	Split-Shaft Auto Governor Options, Fire Research "Pump Boss 400 Series Auto Governor"	1.00
M) 13.05.02.02	Primer Pump Option, Trident, Manual, No Gauges	1.00
M) 13.06.01.01	Suction Intake, 2 1/2" Gated, Street Side, (1) One	1.00
M) 13.06.02.03	Non-Gated Master Intakes, 6", (2) Two	1.00
M) 13.07.01.02	Side Control Pump Panel Discharges, 2 1/2", Street Side, (2) Two	1.00
M) 13.07.01.04	Side Control Pump Panel Discharges, 2 1/2", Curb Side, (2) Two	1.00
M) 13.07.03.04	Side Ctrl Pump Rear Discharge, Curb Side, 2 1/2", Through Tank, Term. High, (1) One, Foam Capable	1.00



M) 13.07.05.01	Side Control Pump, Front Discharge, Curb Side, 1 1/2", (1) One, Foam Capable	1.00
M) 13.08.03.01	Elkhart Vulcan w/ SM1250 Adjustable Nozzle	1.00
M) 13.08.08.02.02	Deck Gun Plumbing, Port Location, Center of Cross Lay Area	1.00
M) 13.09.01.01	Tank Fill Valve 2", Side Control	1.00
M) 13.09.03.01	Tank to Pump 3", Manual Controls, Side Control	1.00
M) 13.11.02	Pump House Heat Control, Pump House Heater, 29,380 BTU/hr	1.00
M) 13.11.04	Pump House Heat Control, Pump Compartment Heat Pan	1.00
M) 13.11.06	Pump House Heat Control, Winter Seal Package	1.00
M) 13.11.07	Pump House Heat Control, Compartment Seal	1.00
M) 13.12.02	Pump Certification, Third Party Calibration	1.00
N) 14.08.01	Hose Cross Lay Above Side Control Pump	1.00
N) 14.09.02	Pre-connected Cross Lays, Two (2) 1 1/2" NST Male, 2" Valve	1.00
N) 14.10.01.02	Cross Lay Divider, (2) Two Adjustable Dividers, 3/16" Aluminum	1.00
N) 14.10.04.03	Cross Lay Vinyl Cover, Mesh Ends, Black, w/Cutout for Deck Gun	1.00
N) 14.11.00.04	Hose Bed, Full Length & Width of Tank, 16" Tall Walls	1.00
N) 14.11.02.01.P	Pumper, Black Hose Bed Cover, Full Body	1.00
N) 14.11.05	Hose Bed Lighting	1.00
Q) 17.01.02.02	Hub and Lugnut Covers, Single Axle, OEM Install	1.00
Q) 17.03.02	Pump Plus 1000 System, 15-amp, manual plug-in beneath the street side chassis door	1.00
Q) 17.07.01	Tire Chains, On-Spot, Single Axle Chassis	1.00
Q) 17.08.00.02	Air Horns installed on Each Side of the Hood, (2) Two, OEM Installed	1.00
Q) 17.08.04.02	One Foot Switch Located on the Passenger Side Floor, OEM Installed	1.00
Q) 17.09.02.02.07	Extended Front Bumper & Hose Well w/ Hinged Aluminum Tread-Brite Cover, Bumper Length, 24", Fits 150' x 1 3/4" Hose	1.00
Q) 17.10.01.01	Tire Pressure Indicators (Single Axle Chassis)	1.00
Q) 17.10.04.02	Heat Exchanger, Midwest Fire Installed	1.00
Q) 17.10.06.01	SCBA Seats, (3) Three Rear Seats, OEM Installed (SCBA Bracket Ready)	1.00
Q) 17.10.06.02	SCBA Seats, (1) One Front Passenger, OEM Installed (SCBA Bracket Ready)	1.00
Q) 17.10.07.05	SCBA Seat Smartdock Brackets, Three (3) Installed on Rear Seat Backs	1.00
Q) 17.10.07.06	SCBA Seat Smartdock Brackets, One (1) Installed in Front Passenger Seat Back	1.00
Q) 17.10.08	Bumper Guides, Lighted, (2) Two	1.00
Q) 17.10.12.02	Engine Compartment Light, LED, OEM Installed	1.00
Q) 17.11.01.01	Chassis Exhaust, Standard Modifications	1.00
R) 18.04.02	8' Pike Pole	1.00
R) 18.04.03	10' Pike Pole	1.00
R) 18.08.03	Wheel Chocks, Rubber, (2) Two, Connected by Rope, in Spare Compartment	1.00
R) 18.10.11	PVC Flex Hard Suction Hose, 6" X 10', (1) One	2.00
R) 18.19	DOT Essential Kit	1.00
S) 19.01	M2 106 Crew Cab, 14.6-27K, 130CA, 360HP	1.00



S) 19.01	Freightliner Chassis	1.00
V) 30.01.01	Maximum Height - No Restrictions	1.00
V) 30.02.01	Maximum Length- No Restrictions	1.00
N) 14.11.01.02	Hose Bed Divider, Two (2)	1.00

Total Price

\$398,373.50

From: Chelsea Medeiros <chelsea@dependable.ca>
Sent: Thursday, November 3, 2022 2:02 PM
To: Mathew Waterfield <mwaterfield@mulmur.ca>
Cc: 'Emily Patten' <emily@dependable.ca>
Subject: RE: Truck pricing

Good Afternoon Chief Waterfield,

Emily forwarded me over your request for pricing on our SAM Pumper.

The SAM that we have on our website has a budgeted price of \$861,999.00 + HST and this is the last one we have in the line for this price.

We have one more SAM Pumper scheduled to come off line the end of the second quarter of 2023 that has a budgeted price of \$899,104.00 + HST.

Please let me know if you have any further questions.

Thank you,

Chelsea Medeiros
Sales Administrator

**Dependable Emergency Vehicles | Dependable Fire Equipment
Sales Office**

250 Clarence Street, Unit#2, Brampton, ON L6W 1T4
p. 905-453-3473

dependable.ca | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)
dependablefireequipment.ca | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

Yes we do!

We currently have a Stock Metrostar Pumper with a QFLO Pump. This one is budgeted at \$748,800.00 + HST

We also have a Ford F550 Mini Poly Rescue for sale with a budgeted price of \$224,800.00 + HST

Thank you,

Chelsea Medeiros
Sales Administrator

**Dependable Emergency Vehicles | Dependable Fire Equipment
Sales Office**

250 Clarence Street, Unit#2, Brampton, ON L6W 1T4
p. 905-453-3473

From: James Watt <james.w@cityviewvehicles.com>

Sent: Thursday, November 24, 2022 10:21 AM

To: Mathew Waterfield <mwaterfield@mulmur.ca>

Subject: Re: Commercial Pumpers

Good morning Chief,

We do, we have three being built for next year. The first one should be completed build in July or August. All three are 1000g Freightliners, I've attached a rough drawing of what they will look like. Rosenbauer is just finalizing their drawings and final spec, I can send that on once we receive it. Budget price is \$520,000.00 depending on the exchange.

If you have any questions, please don't hesitate to reach out.

Best Regards,

James



Mulmur Melancthon Fire Department Code of Conduct Policy

1. Purpose

The purpose of this policy is to guide the members of the Mulmur Melancthon Fire Department and to outline the responsibilities of the members to commit to maintaining the highest level of professionalism and behaviour. This policy is meant to protect the public interest by promoting a high ethical standard for all members of the Mulmur Melancthon Fire Department.

2. Policy Scope

This Policy applies to all members of the Mulmur Melancthon Fire Department including but not limited to recruit firefighters, firefighters, Acting Captains, Captains, Training Officers.

This Policy applies in any location in which firefighters are acting as a member of the Fire Department including but not limited to when on duty at emergencies, in the fire station, at training, etc.

3. Definitions

In this policy, unless the context otherwise requires:

“Fire Chief” means the person appointed by the Mulmur Melancthon Fire Board to act as Fire Chief for the Fire Department and who is ultimately responsible to Fire Board and council of Mulmur and Melancthon Townships, as set out in the Fire Protection and Prevention Act.

“Absent without Leave” means a member who has missed three consecutive practices without notifying the Fire Chief, Deputy Fire Chief, Training Officer, or Platoon Captain.

“Member” means all personnel of the Mulmur Melancthon Fire Department.

4. General Provisions

- a. The Fire Chief is responsible to the Mulmur Melancthon Fire Board for the proper administration and operation of the department, for the discipline of its members and in doing so may make such general orders and departmental policies and procedures as may be necessary for the care and protection of the department and generally for the efficient operation of the department, provided such general orders and rules do not conflict with the provisions of any policies or procedures of the Mulmur Melancthon Fire Department, the Mulmur Melancthon Fire Board or the Townships of Mulmur and Melancthon.



Mulmur Melancthon Fire Department Code of Conduct Policy

- b. Every member will comply with all general orders and department rules and regulations, as the Fire Chief deems necessary.
- c. Every member shall distinctly understand that they are entirely under the direction of the officer in charge or senior person of the department. While on duty at emergencies, in station, at training, on parade or while acting as a member of the department in any manner, that all orders given by the person must be immediately acted on and implicitly obeyed under the penalty of suspension.
- d. Every member will have and maintain a working telephone and will notify the fire chief within 24 hours of any change to their address or telephone number.
- e. Every **required** member shall within one year of completing his / her probation period obtain and maintain a minimum Class "D" drivers' licence with a "Z" endorsement.
- f. Every member shall obey all rules and regulations of the Highway Traffic Act while on duty and while responding to emergencies.
- g. All members will be thoroughly familiar with the geographical area served by his / her station including the conditions of the routes of travel and the locations of suitable seasonal water supplies.

5. Attendance and Responding to Calls

- a. Every member will respond at once when summoned to an emergency by travelling directly to the fire station placing himself / herself under the command of the officer or senior person in charge.
- b. Every member who commits himself / herself to an emergency is expected to perform all duties as required as per their assigned role in the department, to handle the various situations as presented.
- c. No member will leave his / her duty without the permission of the officer in charge while at an emergency scene or at training. If the member is not present to answer the roll call, the member shall not receive credit for attendance.
- d. Every member is required to maintain the following attendance requirements to remain as a member of the department. Unless approved by the Fire Chief.
 - Performing assigned duties 70%
 - Regular scheduled training sessions 50%
 - Station emergency responses 30%



Mulmur Melancthon Fire Department Code of Conduct Policy

- e. Probationary firefighters are required to maintain the following attendance requirements during their probation period.
 - Performing assigned duties 70%
 - Regular scheduled training sessions 75%
 - Station emergency responses 35%
 - Scheduled recruitment training 100%
- f. Every member required to attend regular training and who is absent from three consecutive training sessions shall be deemed to be Absent Without Leave. Prior to returning to active duty, the member shall meet with the Fire Chief to offer an explanation as to their absence prior to the member being allowed to return to active duty.
- g. Any member who is unable to perform the duties expected of him / her as outlined in the approved job description due to illness, injury, work, educational involvement, or personal situations, must notify the Fire Chief as soon as practical in writing and provide details and / or documentation as requested. The Fire Chief for substantiated reasons may grant a leave of absence in accordance with the appropriate policy.

6. Mulmur Melancthon Fire Department Equipment and Property

- a. When required to do so, all members shall assist in returning all apparatus and equipment to a state of readiness after emergencies, training sessions or when otherwise requested.
- b. Every firefighter will be capable of donning, wearing, and operating a Self-Contained Breathing Apparatus (SCBA). NFPA 1001 current standard. Every member will refrain from having beards, goatees, heavy sideburns, and untrimmed hair that interferes with the proper and safe wearing of the SCBA.
- c. Every member shall understand that items **of issue**: helmet, bunker gear, boots, pager, charger, ID card, badge, keys, uniform pieces, training manuals, textbooks, manuals etc. are the exclusive property of the Mulmur Melancthon Fire Department and shall be returned as directed by the Fire Chief.
- d. Every member shall be responsible for the loss or damage of any equipment or items issued to him / her. Firefighters may be subject to disciplinary actions a result of a loss or damage and actions may include the assessing a penalty for payment.
- e. Every member who has been assigned one shall always carry their pager with them while in the municipality and be ready for active duty. They shall ensure that it is properly charged and functioning.



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- f. Every member is prohibited from borrowing, lending, or removing any fire department equipment without the written permission of the Fire Chief.
- g. Members shall not hold social events in the fire station without the previous authorization of the Fire Chief.

7. Conduct

- a. Every member shall conduct himself / herself in a manner which is in keeping with the good reputation, order, and discipline of the department. No member while on duty or representing the department shall use profane, immoral, indecent language, gestures or actions or be guilty of conduct, which may be prejudicial to the good reputation, order, and discipline of the department.
- b. Any member charged with unseemly conduct to a fellow firefighter or conduct otherwise unbecoming of a firefighter, may if an investigation of the charges be substantiated, be dismissed.
- c. Any member, who alleges unfair treatment or harassment, will follow the existing Mulmur Township Occupational Health & Safety Policy: Respect in the Workplace: Harassment and Violence and the departments Abuse and Neglect Policy.
- d. No member shall in any way use, divulge, furnish or make accessible to any person, either during their employment or any time thereafter, any confidential information relating to the business of the Fire Department unless authorized by the Fire Chief. All requests for information shall be referred to the Fire Chief.
- e. Every member who is injured or involved in an accident while reporting to, or on duty, will immediately report the injury to the Fire Chief as per WSIB requirements.
- f. No member shall solicit the influence or support of anyone to secure a transfer, promotion, or other advantage.
- g. Every member who finds valuables at an emergency scene will notify the Incident Commander who will secure the valuables and take the appropriate action with the proper authorities.

NO MEMBER:

- i. shall be partially dressed in fire department uniform, while representing the department at functions.



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- ii. shall consume beverages or drugs while on duty that will impair his / her ability to perform the duties required of them.
- iii. shall respond to an emergency, training session, assigned duty or any other department function or activity when his / her ability is impaired by any intoxicating beverages or drugs, nor shall they be permitted to remain on duty if found to be impaired.

8. Compliance

The Fire Chief and/or designate(s) shall ensure that members are aware of and in compliance with the terms of this Code of Conduct.

Failure to comply with the terms of this Code of Conduct Policy will result in disciplinary action, which may include dismissal. Refer to Mulmur Township's Progressive Discipline Policy for progressive disciplinary steps. Any member under investigation may be suspended without pay or be re-assigned other duties pending completion of the investigation, depending on the specific situation and the best interests of the Mulmur Melancthon Fire Board and / or the Mulmur Melancthon Fire Department.

I have read and understand the above mentioned Mulmur Township Policies, Rules and Regulations and further understand that non-compliance with any one or more of the rules and regulations may be cause for disciplinary action up to and including a recommendation for dismissal from the department. I further understand that it is my responsibility to review Mulmur Melancthon Fire Department Operational Policies and Guidelines as printed and posted from time to time in the fire station.

Firefighter Name _____ Signature _____

Fire Chief Signature _____ Date _____



Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

1. Purpose

The purpose of this policy is to:

- a) To maintain an environment that is free from discrimination, harassment, or abuse
- b) To identify the behaviours that are unacceptable
- c) To establish a mechanism for receiving complaints
- d) To establish a procedure to deal with complaints

2. Policy Statement

The Mulmur Melancthon Fire Department (the "Department") is dedicated to providing a workplace and service environment that is conducive to creating a climate of mutual respect that fosters equality and inclusion, reinforces opportunity, and allows for each person to contribute fully to the development and wellbeing of the Department.

It is the policy of the Department to take all reasonable steps to provide its firefighters, regardless of firefighter status, officials, appointees, students, and volunteers with a work and service environment that is free of any form of discrimination, harassment, or abuse and that respects the dignity, self-worth, and human rights of every individual in accordance with the Ontario Human Rights Code and any other applicable legislation.

The Department is committed to providing a workplace that is free from violence, discrimination, harassment, and abuse. The Department will not tolerate any action or failure to act that results in violence, harassment or discrimination or a violation of the human rights of any firefighter.

3. Scope

This policy applies to all firefighters of the Department, regardless of firefighter status, officials, appointees, volunteers, and the public.

4. Definitions

- **Physical Abuse** is defined as but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.



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- **Sexual Abuse** is defined as but not limited to any unwanted touching, fondling, observations for sexual gratification, any penetration or attempted penetration with a penis, digital or object of the vagina or anus, verbal or written propositions or innuendos, exhibitionism or exploitation for profit including pornography.
- **Emotional Abuse** is defined as but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.
- **Verbal Abuse** is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.
- **Psychological Abuse** is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behavior, intimidation, manipulation, and insensitivity to race, sexual preference, or family dynamics.
- **Neglect** is defined as but not limited to any behavior that leads to a failure to provide services which are necessary such as withdrawing basic necessities as forms of punishment, failing to assess and respond to changes in health status and refusing or withdrawing physical or emotional support.
- **Harassment** is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures, or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behavior was unwelcome.
- **Discrimination** is defined as the unequal treatment of a person on the basis of a prohibited ground. Under the Ontario *Human Rights Code*, prohibited grounds include: race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy, breastfeeding, gender identity and gender expression), sexual orientation, age, marital status (including same-sex partnership), family status, disability (including perceived or past) and record of offences for which a pardon has been granted and has not been revoked or an offence in respect of any provincial enactment. In general, discrimination is an act or practice that intentionally or unintentionally causes a type of disadvantage prohibited by the provisions of the Ontario *Human Rights Code*.



Mulmur Melancthon Fire Department Prevention of Abuse and Neglect Policy

Examples of discrimination may include, but are not limited to:

- Refusal to work with, or differential treatment of a person on the basis of the prohibited grounds.
- Decisions of recruitment, promotion, pay increases or employment practices based in whole or in part on one or more of the prohibited grounds.

5. Governing Legislation

This policy is in line with the following legislation.

- Human Rights Code, RSO 1990, c H.19
- Criminal Code, RSC 1985, c C-46

6. Abuse Reporting Procedures

Any firefighter, volunteer, visitor, or independent contractor must report suspected abuse to either the Fire Chief, Deputy Chief, or a Captain either verbally or in writing.

Organization

It is the responsibility of the Fire Board to:

- Take responsible, preventative measures to protect firefighters and others in the Department's workplaces, from workplace discrimination and harassment.
- Ensure that all firefighters receive a copy of this policy.
- Establish a process for reporting and responding to incidents of workplace discrimination, harassment, and abuse.
- Ensure the process for reporting and responding to incidents of workplace discrimination, harassment, and abuse is communicated, maintained, and followed.
- Ensure that this policy is reviewed at least annually.

Chief, Deputy Chief and Captains

It is the responsibility of Chief, Deputy Chief and Captains to:

- Understand and abide by the requirements of this policy.
- Communicate and review this policy with the firefighters they supervise or manage.
- Adequately train firefighters in Department procedures that address the workplace harassment and abuse risk(s) applicable to the firefighter.
- Encourage firefighters to report complaints or incidents or workplace discrimination, harassment and/or abuse.



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- Respond to all complaints or incidents of workplace discrimination, harassment, and abuse in a professional manner appropriate in the circumstances.
- Promptly report all complaints or incidents of workplace discrimination, harassment or abuse they receive or witness to the Chief or Secretary/Treasurer of the Board or designate.

All Firefighters

It is the responsibility of all Firefighters of the Department to:

- Always comply with this policy to protect themselves and others in the workplace from workplace discrimination, harassment, and abuse.
- Immediately notify their supervisor or other designated person of any incident or workplace discrimination, harassment, or abuse whether the notifying firefighter is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person, the firefighter should contact the police.
- Participate in training regarding this policy and Department procedures directed at workplace harassment and abuse risks in the workplace.
- Fully cooperate in any investigation of complaints of workplace discrimination, harassment, abuse, or breaches of this policy.

7. Resolutions, Reporting and Investigation Procedures

Informal Resolution

If a firefighter is either directly affected by, or has witnessed discrimination, harassment, or abuse in the workplace, they are encouraged to speak to the person directly, and let them know that their behavior is unwelcome, and ask for it to stop.

As an alternative, and informal mediation can be arranged with both firefighters. The Chief, Deputy or Captain or designate will assist the firefighters to discuss the incident and their concerns and come to an agreed upon outcome. Participation in mediation is voluntary and either party can withdraw at any time.

Should the above approaches be ineffective, and/or the behavior continues, it should be reported.



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Reporting

Firefighters can at any time report incidents of workplace harassment or reprisal to the Chief, Deputy Chief or Captains.

All complaints and incidents are to be recorded in writing by the reporting person/firefighter, the supervisor or manager receiving the report and the Chief. The date, time, location, potential witnesses, and nature of the incident should be documented.

If the incident involves a person who is not a firefighter of the Department, a member of the Management team will report the incident to that person's employer and /or such other person as the Department determines is appropriate in the circumstances.

Investigation

All complaints or incidents or workplace harassment or reprisal will be promptly investigated. Where the respondent is a department firefighter, the investigation will be conducted as quickly and confidentially as possible in the circumstances. Every effort will be made to protect the privacy of the individuals involved in an investigation and to ensure that Complainants and Respondents are treated fairly and respectfully. Information about the alleged incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.

In all cases, firefighters are encouraged to report their concerns internally to their supervisor, provided he/she is not the alleged Respondent, in which case concerns should be reported to the Chief or Secretary/Treasurer of the Board. However, if a complaint is regarding the conduct of senior management, and firefighters are uncomfortable or unable to report it internally, the complaint may be reported to an outside party such as the Ministry of Labour. Nothing in this policy prevents or discourages a firefighter from filing an application with the Human Rights Tribunal of Ontario on a matter related to the Ontario *Human Rights Code*. A firefighter also retains the right to exercise any other legal avenues that may be available.

If the Complainant decides not to lay a formal complaint, the Department has a legal obligation to investigate which is reasonable in the circumstances and will file such documents with the person against whom the complaint is laid (the Respondent).

At the discretion of the Chief and/or Secretary/Treasurer or Board, the Department may obtain outside assistance and/or legal counsel.



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The investigation will include:

- A documented interview with the Complainant and/or victim.
- A documented interview with the alleged Respondent(s).
- A documented interview with any witnesses with relevant information.
- Any other step the investigator(s) deems necessary to investigate the complaint or incident fully and fairly.
- At the conclusion of the investigation, the Chief will prepare a written report of the findings.
- Where the Respondent is a department firefighter, their supervisor, in consultation with Chief and/or Secretary/Treasurer or the Board will take any necessary corrective action warranted in the circumstances
- Where the Complainant is a department firefighter and is found to have brought forward a complaint in bad faith, their supervisor, in consultation with Chief and/or Secretary/Treasurer or the Board, will take any necessary disciplinary action. Such discipline is not a reprisal or breach of this policy.
- The severity of any disciplinary action, which may include dismissal from employment, will be consistent with the seriousness of the conduct at issue, such that more significant discipline will follow more serious conduct or repeated violations of this policy.
- Upon completion of the investigation, the Department will advise in writing the Complainant and Respondent, if the Respondent is a firefighter, of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation

No Reprisal

This policy prohibits reprisals against firefighters who have made complaints in good faith and without malice or provided information regarding a complaint or incident of workplace discrimination or harassment.

Firefighters who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.

Reprisal includes

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace discrimination, harassment, or abuse.
- Intentionally pressuring a person to ignore or not report an incident or workplace discrimination, harassment, or abuse; and
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace discrimination, harassment, or abuse.



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8. Acknowledgement

I acknowledge that I have received and read the abuse policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the rules contained in this policy and to report any incidents of abuse as set forth in this policy.

Date _____

Signature of Firefighter/Volunteer _____

Signature of Person Representing the Entity _____
(Fire Chief or Designate)