



AGENDA
MULMUR-MELANCTHON FIRE BOARD
Tuesday, February 1, 2022 at 7:00 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.

To connect only by phone, please dial any of the following numbers. When prompted, please enter the meeting ID provided below the phone numbers. You will be placed into the meeting in muted mode.

One tap mobile

+16475580588,,84743861462# Canada

+17789072071,,84743861462# Canada

Dial by your location

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

Meeting ID: 846 0224 8258

To connect to video with a computer, smart phone or digital device) and with either digital audio or separate phone line, download the zoom application ahead of time and enter the digital address below into your search engine or follow the link below. Enter the meeting ID when prompted.

Join Zoom Meeting

<https://us02web.zoom.us/j/84602248258>

1. Call to Order

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

Draft Motion: THAT the February 1, 2022, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

4. Approval of Previous Meeting's Minutes – January 18, 2022

Draft Motion: THAT the Minutes of the Mulmur-Melancthon Fire Board dated January 18, 2022, be approved as copied and circulated.

5. 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.

6. Treasury - None

7. Administration

a) Vacant Volunteer Deputy Chief Position

Draft Motion: THAT the Board authorize the Secretary to advertise for the vacant Volunteer Deputy Fire Chief position per the policy

AND THAT the Board create a hiring subcommittee made up of two Board members

AND FURTHER THAT this hiring subcommittee to carry out the hiring process in conjunction with the Fire Chief and Secretary.

b) COVID Vaccination Policy (Verbal)

8. Information Items

a) Tillsonburg Joint Project

Draft Motion: THAT the Board accept the Ministry of Municipal Affairs and Housing letter as information.

9. Adjournment

Staff Recommendation: THAT we do now adjourn at _____ pm to meet again on March 15, 2022, at 7:00 pm or at the call of the Chair.



MINUTES

MULMUR-MELANCTHON FIRE BOARD

Tuesday, January 18, 2022 at 7:00 p.m.

Present: David Besley, Chair – Melancthon Township
Earl Hawkins, Vice Chair – Mulmur Township
Ken Cufaro – Mulmur Township
Mathew Waterfield – Fire Chief
Heather Boston – Secretary
Darren White – Melancthon Township

Absent: Brendon Bogers – Deputy Chief

1. **Call to Order** – meeting was called to order by the Chair at 7:01 pm
2. **Appointment of the Chair, Vice-Chair and Secretary**

Motion by: Cufaro/Hawkins

THAT Dave Besley be appointed to the position of Chair, Earl Hawkins be appointed to the position of Vice Chair and that Heather Boston be appointed as the Recording Secretary.
CARRIED.

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**

Motion by: Cufaro/Hawkins

THAT the January 18, 2022, agenda for the Mulmur-Melancthon Fire Board be approved as amended to include Fire Boundary Area as item 8. d).
CARRIED.

5. **Approval of Previous Meeting's Minutes – November 16, 2021**

Motion by: Hawkins/Cufaro

THAT the Minutes of the Mulmur-Melancthon Fire Board dated November 16, 2021, be approved as copied and circulated.

CARRIED.

6. 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.

7. Treasury

a) Accounts

Motion by: Cufaro/Hawkins

THAT the operating accounts as presented in the amount of \$22,487.19 be approved.

AND THAT the capital accounts as presented in the amount of \$1,858.18 be approved.

CARRIED.

8. Administration

a) Annual Review of Documents per 30 OFM Recommendations

(i) Annual Checklist & 30 OFM Recommendations

(ii) Establishing and Regulating By-law Review

(iii) Fire Board Agreement Review

(iv) Fire Related By-laws Review

(v) Policies and Operating Guidelines Review

Motion by: Hawkins/Cufaro

THAT the Board conducted their annual review of the Establishing and Regulating By-law, Fire Board Agreement, Fire Related By-laws, Policies and Operating Guidelines as outlined in the 30 OFM Recommendations;

AND THAT no action is to be taken.

CARRIED.

b) Old/Surplus Equipment Disposal (verbal)

- Old surplus equipment including ladders, water pumps and would like to donate them

Motion by: Hawkins/Cufaro

THAT the Board sell old surplus equipment where possible and donate anything remaining.

CARRIED.

c) General Fire Chief Update (verbal)

- Splitting training into two shift to decrease risk of transmitting COVID-19
- No major incidents lately
- Keeping COVID protocols in place to try to stop the spread of COVID-19
- Not having as much difficulty getting enough firefighters to turn out to calls during the day

d) Fire Boundary Area (verbal)

- Discussed possible boundary adjustments and feasibility of such changes

Darren White Joined the meeting at 7:54 pm

9. Information Items – None

10. Closed Session

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

Motion by: Hawkins/Cufaro

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:55 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 and approval of November 16, 2021 Closed Session Minutes.

CARRIED.

Motion by: Cufaro/Hawkins

THAT the Mulmur-Melancthon Fire Board do rise out of closed session at 8.21 p.m.
AND THAT the information be received.

CARRIED.

11. Adjournment

Motion by: Cufaro/White

THAT we do now adjourn at 8:22 pm to meet again on March 15, 2022, at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary

DRAFT

STAFF REPORT

TO: Council
FROM: Heather Boston, Secretary
DATE: February 1, 2022
SUBJECT: Vacant Volunteer Deputy Chief Position

PURPOSE

To provide options for filling the vacant Volunteer Deputy Chief Position.

BACKGROUND & DISCUSSION

On January 24, 2022 the Deputy Chief stepped down from his position as Deputy Chief effective January 31, 2022.

The Boards Hiring Policy stipulates the following.

2ii/. Authorization for Filling Vacancies for Chief or Deputy-Chief

- (a) The Board will provide direction to the Secretary to proceed to fill the vacancy.
- (b) The Secretary will be responsible for the job posting once Board approval is obtained.
- (c) The approved method of advertising includes the following: internal posting at the fire hall; word of mouth; posting on both municipal websites; email blast outs, social media, online employment websites, newspapers; and the joint advertising sign at the entrance to the arena/firehall.
- (d) Following the closing date for submission of applications to the Secretary on behalf of the Board, the Board will review and short list the applications as appropriate and determine the candidates to be interviewed.
- (e) Upon final selection, all resumes are to be returned to the Secretary. The Secretary or Board will notify the successful and unsuccessful candidates that were interviewed. The Secretary will prepare an employment letter for the successful candidate as to the specifics of his or her new position.

Options:

To lessen the need for further Board meetings and minutes to be taken, the Board could select a Board member from each Township to sit on a hiring subcommittee to complete the hiring process in conjunction with the Fire Chief and Secretary. Then an email announcing the selected candidate could be sent out to all Board members. Alternatively, a further Board Meeting could be scheduled to perform the interviews. I would also recommend that the Fire Chief participate in the hiring process given his fire expertise and knowledge of the job requirements.

RECOMMENDATION

THAT the Board authorize the Secretary to advertise for the vacant Volunteer Deputy Fire Chief position per the policy;
AND THAT the Board create a hiring subcommittee made up of two Board members
AND FURTHER THAT this hiring subcommittee to carry out the hiring process in conjunction with the Fire Chief and Secretary.

Heather Boston

Heather Boston, CPA, CA, CGA, Secretary
Mulmur-Melancthon Fire Department

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-5311

January 25, 2022

Your Worship
Mayor Stephen Molnar
Town of Tillsonburg

Dear Mayor Molnar:

Thank you for your application to the third intake of **the Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the implementation project stream, I am pleased to inform you that the Ford government will provide funding of up to \$79,373 towards:

- Town of Tillsonburg Joint Fire Service Modernization Program

The provincial funding is for up to 65% of total eligible costs to implement the project and complete a final report that forecasts annual savings and other efficiency outcomes by February 28, 2023.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects approved for funding under the third intake of the Municipal Modernization Program will support municipalities' efforts to conduct service delivery reviews to find efficiencies or implement a range of projects, including developing online systems to improve the local process for approving residential and industrial developments to bring housing and employment-related development on stream faster, or setting up new shared services with neighbouring municipalities.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email municipal.programs@ontario.ca.

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,



Steve Clark
Minister

- c. Kyle Pratt, Chief Administrative Officer
Renato Pullia, Interim Director of Finance/Treasurer
Ernie Hardeman, MPP, Oxford
Steve Soloman, Mayor, Town of Grand Valley
Meghan Townsend, CAO/Clerk/Treasurer, Town of Grand Valley
Sandy Brown, Mayor, Town of Orangeville
Ed Brennan, CAO, Town of Orangeville
Janet Horner, Mayor, Township of Mulmur
Tracey Atkinson, CAO/Planner, Township of Mulmur
Darren White, Mayor, Township of Melancthon
Denise Holmes, CAO/Clerk, Township of Melancthon
Wade Mills, Mayor, Town of Shelburne
Denyse Morrissey, CAO, Town of Shelburne
Wayne Redekop, Mayor, Town of Fort Erie
Tom Kuchyt, CAO, Town of Fort Erie
Ted Comiskey, Mayor, Town of Ingersoll
Michael Graves, CAO, Town of Ingersoll
Ed Ketchabaw, Mayor, Municipality of Bayham
Thomas Thayer, CAO/Clerk, Municipality of Bayham
Dave Mennill, Mayor, Township of Malahide
Adam Betteridge, CAO, Township of Malahide
Mary French, Mayor, Town of Aylmer
Andy Grozelle, CAO, Town of Aylmer
Sally Martyn, Mayor, Municipality of Central Elgin
Paul Shipway, CAO/Clerk, Municipality of Central Elgin
Grant Jones, Mayor, Township of Southwold
Lisa Higgs, CAO/Clerk, Township of Southwold
Bob Purcell, Mayor, Municipality of Dutton Dunwich
Heather Bouw, Clerk, Municipality of Dutton Dunwich
Duncan McPhail, Mayor, Municipality of West Elgin
Magda Badura, CAO/Treasurer, Municipality of West Elgin
George Finch, Mayor, Municipality of South Huron
Daniel Best, CAO, Municipality of South Huron
Glen McNeil, Mayor, Township of Ashfield-Colborne-Wawanosh
Mark Becker, CAO/Deputy Clerk, Township of Ashfield-Colborne-Wawanosh
Mitch Twolan, Mayor, Township of Huron-Kinloss
Mary Rose Walden, CAO, Township of Huron-Kinloss
Gerry Glover, Mayor, Municipality of Kincardine
Roxana Baumann, Acting CAO, Municipality of Kincardine

Chris Peabody, Mayor, Municipality of Brockton
Sonya Watson, CAO, Municipality of Brockton
Christine Robinson, Mayor, Municipality of West Grey
Laura Johnston, CAO/Deputy Clerk, Municipality of West Grey
Sue Paterson, Mayor, Town of Hanover
Brian Tocheri, CAO/Clerk, Town of Hanover

Roseann Knechtel

Attachments: Tillsonburg T Joint Project MMP Intake 3 Minister Letter.pdf

From: Shane Caskanette

Sent: January 25, 2022 3:38 PM

Hi Chiefs:

In an effort to secure some government funding we threw in an application to the Municipal Modernization Program under the implementation intake 3 project stream for phase 2 of our NG-911 upgrades currently underway and identified in our 2021 capital budget.

We are happy to inform you that we just learned today that we were successful in our application.

I apologies for not sending details sooner, but I honestly didn't think we would be successful and just got word of our success today.

Under this program the government will fund up to 65% or \$79,393 of the eligible project costs estimated to be around \$108,000.

All funds from the Municipal Modernization Funding will be directed to phase 2 of the NG-911 project costs aimed at lowering the overall costs of NG-911 for all partners.

Below are some highlights from the application.

Provide a brief rationale as to why this project is being pursued.

The costs to transition small and rural communities fire communications to NG-911 requirements for 2024 represent substantial costs to small and rural communities. Municipal Modernization Program funding support will help off set these substantial costs to the 23 small and rural municipalities dispatched by Tillsonburg Fire Communications Centre. Tillsonburg Fire Services provides Fire Communications Services to the following 23 small and rural communities across Ontario representing 39 fire stations; Aylmer, Bayham, Central Elgin, Dutton Dunwich, Malahide, Southwold, West Elgin, Chippewa's, Ingersoll, Kincardine, Brockton, Lucknow, Walkerton, Elmwood, Hanover, Ripley, South Huron, Tillsonburg, Orangeville, Mulmur Melachton, Grand Valley Shelburne and Fort Erie.

How will cost savings will be achieved?

Phase 2 of the plan to transition to NG-911 fits well into Intake 3 of the Implementation stream of the Municipal Modernization Program.

Municipal Modernization Program funding support will help off set these substantial costs to the 23 small and rural municipalities dispatcher by Tillsonburg Fire Communications Centre. Tillsonburg Fire Services has entered into an agreement with Bell Canada on for a 3 phase implementation agreement to ensure NG-911 services are available for small and rural fire service communications partners. Costs savings are related to ensuring appropriate fire service resources are deployed to emergencies.

Cost savings to communities in reduce dollar loss to fires by more efficient deployment of resources.

The 3 phases of the project plan agreement include;

Phase 1) 2020 - \$98,000 VOIP Phones system (completed)

Phase 2) 2021 - \$108,226 (Komutel Software for phone system (Text, photo, video capability) Submitted for Municipal Modernization Program Funding Commencing November of 2022.
Phase 3) 2023 – \$~100,00 (Cloud storage and unknown additional cost and update requirements) expected completion in 2023/24.

Provide a summary of expected impacts your proposed implementation project will have that are:

NG-911 will provide technological efficiencies in call routing, answering, processing, locating emergencies, situational information, and call typing of emergencies to ensure appropriate and adequate rural fire services resources are deployed to emergencies across Ontario.

Priority Projects

The Tillsonburg, small rural communities NG-911 project satisfies the following project priorities; Digital modernization- Transformation from analog telephone technology to accommodate, video, text, photo to emergency 911 Public Safety Answering Point like Tillsonburg and partners Fire Communications Center.

Service Integration- Communications services from 23 small and rural communities are integrated into 1 Fire Communications Service provider with streamlined development approvals.

Shared services/alternative delivery model- Tillsonburg and 22 small and rural communities share fire service communications services in an alternative service delivery model.

Please contact if you have any questions.

Sincerely,

Shane Caskanette
Fire Chief / CEMC
Town of Tillsonburg
Fire and Rescue Services
80 Concession Street East
Tillsonburg, ON N4G 4Z8
Phone: 519-688-3009 Ext. 4900
Office Direct: 519-688-5764
Cell: 519-535-7408

Ranked one of “Canada’s Top 25 Communities to Live and Work Remotely” (Maclean’s 2021 Best Communities)

www.Tillsonburg.ca
www.DiscoverTillsonburg.ca
www.Facebook.com/TillsonburgON



DISCLAIMER: This E-mail contains legally privileged information intended only for the individual or entity named in the message. If the reader of this message is not the intended recipient, or the agent responsible to deliver it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this communication was received in error, please notify us by reply E-mail and delete the original message.
P Please consider the environment before printing this email.