



AGENDA
MULMUR-MELANCTHON FIRE BOARD
Tuesday, July 20, 2021 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.

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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. 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.

3. Approval of the Agenda

Draft Motion: THAT the July 20, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

4. Approval of Previous Meeting's Minutes – May 18, 2021

Draft Motion: THAT the Minutes of the Mulmur-Melancthon Fire Board dated May 18, 2021 be approved as copied and circulated.

5. Finance

a) Accounts

Draft Motion: THAT the operating accounts as presented in the amount of \$9,611.99 be approved.

AND THAT the capital accounts as presented in the amount of \$7,648.75 be approved.

6. Old/New Business

a) Use of Pumper by Fire Association (verbal)

Staff Recommendation: THAT the Board enforce the Use of Hall/Equipment Policy AND THAT the Board ban the use of the department pumper for the purpose of filling pools with water to raise money for the Fire Association.

b) General Fire Chief Update (verbal)

7. Correspondence

a) Fire Marshal's Communique – Responding to Animals Left in Motor Vehicles Training

8. Adjournment

Draft Motion: THAT we do now adjourn at _____ pm to meet again on September 21, 2021 at 7:00 pm or at the call of the Chair.



MINUTES

MULMUR-MELANCTHON FIRE BOARD

Tuesday, May 18, 2021 at 7:00 p.m.

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

1. Call to Order – meeting was called to order by the Chair at 7:00 pm

2. 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.

3. Approval of the Agenda

Motion by: Hawkins/Cufaro

THAT the May 18, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED.

4. Approval of Previous Meeting's Minutes – April 22, 2021

Motion by: Hawkins/White

THAT the Minutes of the Mulmur-Melancthon Fire Board dated April 22, 2021 be approved as copied and circulated.

CARRIED.

5. Delegation to the Fire Board

a) Presentation of the 2020 Financial Statements

Motion by: Cufaro/Hawkins

THAT the Board receive and approve the 2020 Mulmur Melancthon Fire Department Financial Statements as presented.

CARRIED.

6. Finance

a) Accounts

Motion by: White/Cufaro

THAT the operating accounts as presented in the amount of \$15,500.87 be approved.

AND THAT the capital accounts as presented in the amount of \$201.14 be approved.

CARRIED.

7. Old/New Business

a) General Fire Chief Update

- Well pump and cisterns pump installed
- Working on training facility for sea container
- Had access to a house on River Road for Training
- New recruits doing well

b) Fire Chief's YTD Fire Call Report

Motion by: Hawkins/White

THAT the Fire Board receive the Fire Chief's Year-to-Date Fire Call Report.

CARRIED.

8. 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: Cufaro/Hawkins

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:18 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 April 22, 2021 Closed Session Minutes.

CARRIED.

Motion by: Cufaro/Hawkins

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 7:24 p.m. and return to the regular meeting.

CARRIED.

Motion by: Hawkins/Cufaro

THAT the Mulmur Melancthon Fire Board approve the hiring of Everhard Olivieri-Munroe to the position of Volunteer Captain and Volunteer Training Coordinator; AND THAT all conditions of the Hiring Policy apply.

CARRIED.

9. Correspondence

- a) **OFM Communication – Ontario Fire Service Considerations for Standard Operating Guidelines/Procedures**

10. Adjournment

Motion by: Hawkins/White

THAT we do now adjourn at 7:26 pm to meet again on July 20, 2021 at 7:00 pm or at the call of the Chair.

CARRIED.

Accounts Payable

AP Operating Approval Listing May 15 - July 9

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2021 to 07/09/2021 Paid Invoices Cheque Date 05/15/2021 to 07/09/2021

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000052 TORONTO DOMINION VISA (M May 5, 2021		VARIOUS PURCHASES	000354	05/05/2021	05/31/2021	519.08
		02-1094-5115 ULINE - SAFETY GLASSES & WRAPS				410.99
		02-1094-5120 BEST BUY - PHONE PROTECTOR				79.09
		02-1094-5146 BANK CHARGES				29.00
000052 TORONTO DOMINION VISA (M Jun 07, 2021		VARIOUS PURCHASES	000359	06/07/2021	06/30/2021	471.02
		02-1094-5141 SOBEYS WATER, GATORADE				53.55
		02-1094-5141 DOMINOS PIZZA				102.75
		02-1094-5141 TIM HORTONS CARD LOAD				100.00
		02-1094-5112 MASONVILLE FUEL				153.15
		02-1094-5112 SHELL				67.25
		02-1094-5114 WALMART WATER SOFTENER				23.32
		02-1094-5146 VISA CHARGE REVERSAL				-29.00
					Vendor Total	990.10
000056 LEVITT-SAFETY	2221159-00	PORTACOUNT RENTAL	000931	05/28/2021	06/11/2021	294.93
		02-1094-5110 PORTACOUNT RENTAL				294.93
000345 WORKPLACE SAFETY & INSUF June 2021		WSIB - APR TO JUN	000361	06/25/2021	06/30/2021	1,336.09
		02-1094-5105 WSIB - APR TO JUN				1,336.09
000405 DEPENDABLE EMERGENCY V INV21-103546		FOLDING LADDERS	000936	06/18/2021	06/25/2021	813.60
		02-1094-5160 FOLDING LADDERS				813.60
000535 SHELBURNE HOME HARDWAF 329086/1		#43 GALV NIP, BALL VALVE	000933	05/29/2021	06/03/2021	12.07
		02-1094-5163 #43 GALV NIP, BALL VALVE				12.07
001363 HYDRO ONE NETWORKS INC. April 13, 2021		MARCH 2021 HYDRO	000351	04/13/2021	05/31/2021	467.41
		02-1094-5117 MARCH 2021 HYDRO				467.41
001363 HYDRO ONE NETWORKS INC. May 11, 2021		APRIL 2021 HYDRO	000351	05/11/2021	05/31/2021	429.24
		02-1094-5117 APRIL 2021 HYDRO				429.24
					Vendor Total	896.65
001628 SAFEDESIGN APPAREL LTD. 257494		COAT PATCHES	000927	05/12/2021	05/28/2021	86.81
		02-1094-5115 COAT PATCHES				86.81
090441 TOWNSHIP OF MULMUR	36533	APRIL FIRE FUEL	000355	05/11/2021	05/31/2021	412.12
		02-1094-5112 APRIL FIRE FUEL				412.12
090441 TOWNSHIP OF MULMUR	036618	MAY FUEL	000360	06/18/2021	06/30/2021	738.27
		02-1094-5112 MAY FUEL				738.27
					Vendor Total	1,150.39
090454 TD CANADA TRUST AUTO DEF May 2021		MAY EFT S/C	000353	05/21/2021	05/31/2021	27.00
		02-1094-5146 MAY EFT S/C				27.00
090454 TD CANADA TRUST AUTO DEF June 2021		JUNE EFT S/C	000357	06/21/2021	06/30/2021	81.50
		02-1094-5146 JUNE EFT S/C				81.50
					Vendor Total	108.50

Accounts Payable

AP Operating Approval Listing May 15 - July 9

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2021 to 07/09/2021 Paid Invoices Cheque Date 05/15/2021 to 07/09/2021

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090994 TELIZON INC.	03500520210613	ACCT#35005 - FIRE JUNE	000358	06/13/2021	06/30/2021	115.30
		02-1094-5120 ACCT#35005 - FIRE JUNE				115.30
090994 TELIZON INC.	03500520210513	ACCT#35005 - FIRE MAY	000358	05/13/2021	06/30/2021	115.08
		02-1094-5120 ACCT#35005 - FIRE MAY				115.08
Vendor Total						230.38
091164 SWISH MAINTENANCE LIMITE	S051730	GPS FEE: APRIL	000928	04/29/2021	05/28/2021	197.75
		02-1094-5120 GPS FEE: APRIL				197.75
091164 SWISH MAINTENANCE LIMITE	S051880	GPS FEE: MAY	000934	05/28/2021	06/03/2021	197.75
		02-1094-5120 GPS FEE: MAY				197.75
Vendor Total						395.50
091167 RURAL RESCUE FIRST AID TR2023		EM RESPONDER COURSE C.CHIAR...	000932	05/31/2021	06/04/2021	791.00
		02-1094-5118 EM RESPONDER COURSE C.CHIAR...				791.00
091188 GTA COMPRESSOR SOLUTION	I03697	SCBA SERVICING	000937	06/17/2021	06/25/2021	1,007.56
		02-1094-5110 SCBA SERVICING				1,007.56
091189 FIVE9 SOLUTIONS INC.	INV000456	#44RADIO/ANTENNA	000930	05/28/2021	06/11/2021	1,398.05
		02-1094-5164 #44 RADIO/ANTENNA				1,398.05
091194 BELL MOBILITY INC.	May 13, 2021	CELL PHONES APR	000935	05/13/2021	06/25/2021	21.72
		02-1094-5120 CELL PHONES APR				21.72
091194 BELL MOBILITY INC.	April 13, 2021	CELL PHONES MARCH	000935	04/13/2021	06/25/2021	56.82
		02-1094-5120 CELL PHONES MARCH				56.82
091194 BELL MOBILITY INC.	June 13, 2021	CELL PHONES MAY	000935	06/13/2021	06/25/2021	21.82
		02-1094-5120 CELL PHONES MAY				21.82
Unpaid Invoices						0.00
Paid Invoices						9,611.99
Invoices Total						9,611.99
Selected G/L Account Total						9,611.99

Accounts Payable

AP Capital Approval Listing May 15 - July 9

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2021 to 07/09/2021 Paid Invoices Cheque Date 05/15/2021 to 07/09/2021

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090500 BRYAN'S ELECTRIC MOTORS	81659	CISTERN PUMP REMOVE & INSTALL	000929	05/29/2021	06/11/2021	5,358.95
		02-1095-5200 CISTERN PUMP REMOVE & INSTALL				5,358.95
090500 BRYAN'S ELECTRIC MOTORS	81658	CISTERN REMOVE WELL JET	000929	05/29/2021	06/11/2021	2,289.80
		02-1095-5200 CISTERN REMOVE WELL JET				2,289.80
Unpaid Invoices						0.00
Paid Invoices						7,648.75
Invoices Total						7,648.75
Selected G/L Account Total						7,648.75



MULMUR-MELANCTHON FIRE BOARD PERSONAL USE OF HALL/EQUIPMENT POLICY

THAT Mulmur-Melancthon Fire Board approves the following list of repairs for private vehicles within the Mulmur-Melancthon Firehall:

1. Installing windshield wiper blades;
2. Installing sealed beam and headlight bulbs;
3. Installing taillight and signal light bulbs;
4. Refilling windshield washer fluid;
5. Checking and topping up engine oil, and other engine fluids;
6. Interior and exterior cleaning;
7. Other minor repair items that can be done with all four wheels on the floor.

PROHIBITED REPAIRS:

- 1, Any repairs that require the jacking up of vehicles and/or the removal of tires and rims, or the use of ramps or axle stands;
2. No oil changes, brake repairs, lubrication of chassis, or tire repairs;
3. Under no circumstances shall there be any repairs undertaken that require a person or persons to lie under the vehicle to complete the repair;
4. Under no circumstances will the vehicle be idled within the hall for more time than it takes to enter and leave the building;
5. Under no circumstances are cutting torches to be used for repairs on personal vehicles.

USE OF PORTABLE FIRE DEPARTMENT EQUIPMENT (such as generators, chainsaws, tools, etc.)

Under no circumstances will such equipment be borrowed and removed from the hall for personal use.

This policy shall come into effect on the date of adoption by the Board. Originally adopted on September 11, 2012.

Date of Approval: April 10, 2017 Date of Approval: October 13, 2020

Chair

Secretary

COMMUNIQUÉ

du commissaire des incendies

July 8, 2021

No. 2021-06

Responding to Animals Left in Motor Vehicles Training E-Module

Ontario's [*Provincial Animal Welfare Services Act, 2019*](#) (PAWS Act) came into effect on January 1, 2020 and allows police, First Nations constables and provincial animal welfare inspectors to enter motor vehicles to remove animals in critical distress. In accordance with the [*Fire Protection and Prevention Act, 1997*](#) (FPPA), municipal councils set the levels of fire protection services which may include the rescue of animals in motor vehicles. The FPPA provides authority for firefighters to enter motor vehicles to rescue and remove animals in distress.

To support firefighters in exercising this rescue function, the Ministry of the Solicitor General has developed a new voluntary, training e-module for fire services on responding to animals left in motor vehicles. The training e-module is available at the following link: <https://ofc.cerps.ca/mod/scorm/view.php?id=47233>. If prompted, users should log in as a guest.

The module includes information related to:

- The risks of an animal being left in a motor vehicle, and where the ministry directs the public to report these incidents;
- Authorities and protections under the FPPA related to rescuing animals left in motor vehicles;
- How to assess whether an animal in a motor vehicle is in distress, guidance on handling of the animal and immediate steps that can be taken to relieve the animal's distress; and,
- Who to contact when an animal has been removed from a motor vehicle.

In addition to this Communiqué, a letter is being sent to municipal councils and a copy of this Communiqué is attached to that letter.

For further information, please contact your local Fire Protection Adviser.