



## AGENDA

### MULMUR-MELANCTHON FIRE BOARD

Tuesday, May 17, 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.

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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 May 17, 2022, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

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

Draft Motion: THAT the Minutes of the Mulmur-Melancthon Fire Board dated March 15, 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**

#### **a) 2021 Draft Financial Statements**

Draft Motion: THAT the board approve the draft financial statements as presented.

#### **b) Accounts**

Draft Motion: THAT the operating accounts as presented in the amount of \$18,753.84 be approved.

### **7. Administration**

#### **a) Fire Chief General Update (Verbal)**

### **8. Information Items**

#### **a) OFM Memo – O. Reg. 343/22: Firefighter Certification**

### **9. 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.

**Draft Motion:**

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at \_\_\_\_\_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 March 15, 2022 Closed Session Minutes.

**Draft Motion:**

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at \_\_\_\_\_p.m. and return to the regular meeting.

**Draft Motion:**

THAT the Board approve the hiring of \_\_\_\_\_ as Captain, \_\_\_\_\_ as Training Officer and \_\_\_\_\_ as firefighters.

**10. Adjournment**

Draft Motion: THAT we do now adjourn at \_\_\_\_\_ pm to meet again on July 12, 2022, at 7:00 pm or at the call of the Chair.



## MINUTES

### MULMUR-MELANCTHON FIRE BOARD

Tuesday, March 15, 2022 at 7:30 p.m.

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

**Absent:** None

1. **Call to Order** – meeting was called to order by the Chair at 7:31 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: Hawkins/Cufaro**

THAT the March 15, 2022, agenda for the Mulumur-Melancthon Fire Board be approved as circulated.

**CARRIED.**

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

**Motion by: Cufaro/White**

THAT the Minutes of the Mulumur-Melancthon Fire Board dated February 1, 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: Cufaro/Hawkins**

THAT the operating accounts as presented in the amount of \$15,601.09 be approved.

**CARRIED.**

## 7. Administration

### a) Fire Chief General Update

- Full Department Training now with COVID restriction changes

## 8. Information Items – None

## 9. 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/White**

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:36 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 January 18, 2022, Closed Session Minutes.

**CARRIED.**

#### **Motion by: Cufaro/Hawkins**

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 7:45 p.m. and return to the regular meeting.

**CARRIED.**

**Motion by: White/Cufaro**

THAT the Board approve the hiring of Everhard Olivieri-Munroe as Volunteer Deputy Fire Chief effective April 1, 2022; AND THAT all conditions of the Hiring Policy apply.  
**CARRIED.**

**10. Adjournment**

**Motion by: White/Cufaro**

THAT we do now adjourn at 7:46 pm to meet again on May 17, 2022, at 7:00 pm or at the call of the Chair.  
**CARRIED.**

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Chair

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Secretary

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Financial Statements of

**MULMUR-MELANCTHON  
VOLUNTEER FIRE  
DEPARTMENT**

Year ended December 31, 2021  
(Unaudited)

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# MULMUR-MELANCHTON VOLUNTEER FIRE DEPARTMENT

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Year ended December 31, 2021

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## **INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT**

To the Shareholder of Mulmur-Melancthon Volunteer Fire Department

We have reviewed the accompanying financial statements of Mulmur-Melancthon Volunteer Fire Department, which comprise the statement of financial position as at December 31, 2021, the statement of operations, statement of changes in net financial assets and statement of cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioners' Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

*Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Mulmur-Melancthon Volunteer Fire Department as at December 31, 2021, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

(date)

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# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Financial Position

December 31, 2021, with comparative information 2020

	2021	2020
<b>Financial Assets</b>		
Cash	\$ 226,170	\$ 180,383
Accounts receivable	39,613	23,200
	<u>265,783</u>	<u>203,583</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	11,500	23,431
Net financial assets	<u>254,283</u>	<u>180,152</u>
<b>Non-Financial Assets</b>		
Tangible capital assets (note 6)	643,450	678,609
Prepaid expenses	7,980	6,552
	<u>651,430</u>	<u>685,161</u>
Accumulated Surplus	<u>\$ 905,713</u>	<u>\$ 865,313</u>

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Operations

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget	2021 Actual	2020 Actual
<b>Revenues:</b>			
Fire calls, inspections and miscellaneous income	\$ 20,000	\$ 31,421	\$ 34,040
Township of Mulmur	154,598	178,468	213,712
Township of Melancthon	49,843	98,703	102,698
Capital grant revenue	–	5,400	–
Interest revenue	1,500	1,029	1,492
	<u>225,941</u>	<u>315,021</u>	<u>351,942</u>
<b>Expenses:</b>			
Amortization	–	64,374	61,702
Loss on disposal of assets	–	–	17,938
Breathing apparatus	3,000	3,634	4,671
Communication equipment	17,800	18,601	12,503
Conventions, conferences and courses	6,000	5,740	5,386
Fire hall maintenance	5,000	6,370	6,430
Fire prevention	300	–	275
Accounting, legal and insurance	22,841	16,784	19,123
Licence and membership fees	410	310	309
Materials, supplies and services	12,590	11,547	17,049
Radio maintenance	4,000	2,616	3,339
Treasury and secretarial services	12,000	12,000	12,000
Utilities	10,950	11,827	8,215
Firefighters salaries and benefits	110,600	92,459	85,027
Vehicle and equipment repairs and maintenance	18,950	28,359	13,853
	<u>224,441</u>	<u>274,621</u>	<u>267,820</u>
Annual surplus	1,500	40,400	84,122
Accumulated surplus, beginning of year	865,313	865,313	781,191
Accumulated surplus, end of year	<u>\$ 866,813</u>	<u>\$ 905,713</u>	<u>\$ 865,313</u>

See accompanying notes to financial statements.

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Changes in Net Financial Assets

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Annual surplus	\$ 40,400	\$ 84,122
Acquisition of tangible capital assets	(29,215)	(235,005)
Amortization	64,374	61,702
Loss on disposal of tangible capital assets	–	17,938
Proceeds on disposal of tangible capital assets	–	57,424
	35,159	(13,819)
Decrease in prepaid expenses	1,428	2,473
Decrease in net financial assets	74,131	(11,346)
Net financial assets, beginning of year	180,152	191,498
Net financial assets, end of year	\$ 254,283	\$ 180,152

See accompanying notes to financial statements.

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Cash Flows

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Cash provided by (used in):		
Annual surplus	\$ 40,400	\$ 84,122
Amortization	64,374	61,702
Loss on disposal of tangible assets	–	17,938
	104,774	163,762
Net changes in non-cash working capital:		
Accounts receivable	(16,413)	6,216
Prepaid expenses	(11,931)	3,915
Accounts payable and accrued liabilities	(1,428)	2,473
	(29,772)	12,604
Net increase from operating activities	75,002	176,366
Capital activities:		
Proceeds on disposal of tangible capital assets	–	57,424
Acquisition of tangible capital assets	(29,215)	(235,005)
Net decrease from capital activities	(29,215)	(177,581)
Increase (decrease) in cash	45,787	(1,215)
Cash, beginning of year	180,383	181,598
Cash, end of year	\$ 226,170	\$ 180,383

See accompanying notes to financial statements.

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Notes to Financial Statements

Year ended December 31, 2021

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The financial statements of the Mulmur-Melancthon Volunteer Fire Department are the representation of management prepared in accordance with accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Summarized below are the significant accounting policies:

### 1. Significant accounting policies:

(a) Acknowledgement of Responsibility:

The management of Mulmur-Melancthon Volunteer Fire Department acknowledges its responsibility for the creation and completion of the financial statements and the following significant accounting policy decisions and related policy notes.

(b) Basis of consolidation:

The operations of this joint board are to be in the financial statements of the participating municipalities on a proportionate consolidation basis.

(c) Basis of accounting:

The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(d) Credit risk management:

The organization is exposed to credit risk on the accounts receivable from insurance companies. They do not have significant exposure to any individual customer or counterpart.

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by Council. The following rates are being used:

Land improvements	20 years
Vehicles	10 to 20 years
Firefighting equipment	5 to 20 years

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Financial Statements (continued)

Year ended December 31, 2021

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## 1. Significant accounting policies:

(e) Non-financial assets (continued):

(i) Tangible capital assets (continued):

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded revenue.

(f) Revenue recognition:

Fire calls and services are recorded as revenue when the emergency services are provided.

Municipal contributions are recognized as the budgeted amounts are approved by the Council of the participating municipalities.

## 2. Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates made by management include the useful lives of tangible capital assets. Actual results could differ from those estimates.

## 3. Reserves:

The balance of the accumulated surplus included in the statement of financial position includes assets that have been specifically restricted (internally) by the Joint Board of Management as outlined in the schedule of accumulated surplus.

## 4. Operations:

On October 6, 1992, the Townships of Mulmur and Melancthon signed an agreement to officially form a joint firefighting department. This agreement was updated on April 21, 2005. A new agreement was formally reached by the participating municipalities dictating the operations of the joint board on August 11, 2010. Operations of the Mulmur-Melancthon Volunteer Fire Department commenced on January 1, 1993. The department is managed by a four member board known as the Mulmur-Melancthon Volunteer Fire Department Joint Board of Management. Two members have been appointed from each participating municipality to the Fire Department Joint Board of Management.



# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Financial Statements (continued)

Year ended December 31, 2021

## 4. Operations (continued):

Annual capital costs of the Department are shared on an equal basis by the two municipalities. Annual operating and administration costs of the Department are shared on a combined average fire calls for the previous three years, the total assessment for the current year, and the total households as at January 1 of the current year less fire call recoveries of each participating municipality as follows:

	2021	2020
Township of Melancthon	24.38%	22.09%
Township of Mulmur	75.62%	77.91%

## 5. Budget figures:

The budgeted figures are presented for comparison purposes as prepared and approved by the Joint Board of Management, and have been prepared on a cash basis of accounting.

## 6. Tangible capital assets:

Cost	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land improvements	\$ 13,057	\$ —	\$ —	\$ 13,057
Vehicles	829,252	—	—	829,252
Firefighting equipment	423,184	29,215	—	452,399
	\$ 1,265,493	\$ 29,215	\$ —	\$ 1,294,708

Accumulated depreciation	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land improvements	\$ 8,161	\$ 653	\$ —	\$ 8,814
Vehicles	308,802	40,807	—	349,609
Firefighting equipment	269,921	22,914	—	292,835
	\$ 586,884	\$ 64,374	\$ —	\$ 651,258

Net book value	Balance, beginning of year		Balance, end of year
Land improvements	\$ 4,896		\$ 4,243
Vehicles	520,450		479,643
Firefighting equipment	153,263		159,564
	\$ 678,609		\$ 643,450

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Schedule of Accumulated Surplus

Year ended December 31, 2021

	2021	2020
Surpluses:		
Surplus from general fund operations	\$ 66,662	\$ 85,817
Invested in capital assets	643,450	678,609
	<u>710,112</u>	<u>764,426</u>
Reserves:		
Capital reserve	195,601	100,887
Accumulated surplus, end of year	<u>\$ 905,713</u>	<u>\$ 865,313</u>

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# Accounts Payable

AP Operation Approval List Mar 11 - May 13

Vendor 000000 Through 999999

Invoice Entry Date 2022-01-01 to 2022-05-13 Paid Invoices Cheque Date 2022-03-11 to 2022-05-13

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
091168	2239198 ONTARIO INC.	2113	SNOW CLEARING	001016	2022-04-05	2022-04-19	870.10
			02-1094-5114 SNOW CLEARING				870.10
091194	BELL MOBILITY INC.	MAR 13 2022	MARCH CELL PHONE	000430	2022-03-13	2022-03-31	21.60
			02-1094-5120 MARCH CELL PHONE				21.60
091194	BELL MOBILITY INC.	APRIL 13 2022	APRIL CELL PHONE	000437	2022-04-13	2022-04-28	21.53
			02-1094-5120 APRIL CELL PHONE				21.53
						Vendor Total	43.13
000405	DEPENDABLE EMERGENCY V FS10754		#43 VALVE LEAK REPAIR	001015	2022-03-22	2022-03-31	2,016.49
			02-1094-5163 #43 VALVE LEAK REPAIR				2,016.49
000062	FIRECHEK PROTECTION SER\3314		SCBA FILL STN & COMP MTCE	001011	2022-03-11	2022-03-16	1,106.00
			02-1094-5110 SCBA FILL STN & COMP MTCE				1,106.00
091173	FIREHALL BOOKSTORE	BK0009882	FIRE EXAM PREP, BROCHURES	001018	2022-04-06	2022-04-19	320.01
			02-1094-5118 FIRE EXAM PREP, BROCHURES				320.01
000037	FISHER'S REGALIA	49920	OFFICER UNIFORM, INSIGNIA	001022	2022-04-13	2022-04-28	1,157.76
			02-1094-5115 OFFICER UNIFORM, INSIGNIA				1,157.76
000037	FISHER'S REGALIA	49958	SHIRT, CREST	001022	2022-04-22	2022-04-28	50.85
			02-1094-5115 SHIRT, CREST				50.85
						Vendor Total	1,208.61
000008	GEORGIAN FIREGEAR SERVICE 12471		BUNKER GEAR CLEANING & INSPECT	001012	2022-03-15	2022-03-16	210.13
			02-1094-5144 BUNKER GEAR CLEANING & INSPECT				210.13
000622	GORD DAVENPORT AUTOMOTIVE 14417-266796		TANKER 43 DEF FLUID	001019	2022-02-01	2022-02-11	38.40
			02-1094-5163 TANKER 43 DEF FLUID				38.40
001363	HYDRO ONE NETWORKS INC. march 11 2022		MARCH 22 HYDRO	000426	2022-03-11	2022-03-16	407.30
			02-1094-5117 MARCH 22 HYDRO				407.30
001363	HYDRO ONE NETWORKS INC. APRIL 11 2022		APRIL YR HYDRO	000441	2022-04-11	2022-04-28	412.78
			02-1094-5117 APRIL YR HYDRO				412.78
						Vendor Total	820.08
000049	INGENIOUS SOFTWARE	7991	2022 FIREPRO2 SERVICE CONTRACT	001020	2022-04-04	2022-04-19	1,093.07
			02-1094-5120 2022 FIREPRO2 SERVICE CONTRACT				1,093.07
090433	LARRY BYE MOBILE REPAIR	26308	UNIT 43 OIL CHANGE, SAFETY	001023	2022-04-21	2022-04-28	1,340.66
			02-1094-5163 UNIT 43 OIL CHANGE, SAFETY				1,340.66
090514	RECEIVER GENERAL FOR CAI 20220028878		2022 RADIO LICENCE	001024	2022-03-03	2022-04-28	1,131.60
			02-1094-5116 2022 RADIO LICENCE				1,131.60

# Accounts Payable

AP Operation Approval List Mar 11 - May 13

Vendor 000000 Through 999999

Invoice Entry Date 2022-01-01 to 2022-05-13 Paid Invoices Cheque Date 2022-03-11 to 2022-05-13

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090883	SPARLINGS PROPANE CO. LT	88725061-000	ANNUAL RENTAL PROPANE	001013	2022-03-01	2022-03-16	90.34
			02-1094-5124 ANNUAL RENTAL PROPANE				90.34
090883	SPARLINGS PROPANE CO. LT	001248784645	PROPANE	001013	2022-03-10	2022-03-16	1,814.08
			02-1094-5124 PROPANE				1,814.08
090883	SPARLINGS PROPANE CO. LT	88725061978812	PROPANE	001025	2022-04-13	2022-04-28	1,749.60
			02-1094-5124 PROPANE				1,749.60
Vendor Total							3,654.02
091164	SWISH MAINTENANCE LIMITE	S053662	GPS FEE: FEB 2022	001014	2022-02-28	2022-03-16	197.75
			02-1094-5120 GPS FEE: FEB 2022				197.75
091164	SWISH MAINTENANCE LIMITE	S053981	GPS FEE: MARCH	001021	2022-03-30	2022-04-19	197.75
			02-1094-5120 GPS FEE: MARCH				197.75
Vendor Total							395.50
090454	TD CANADA TRUST AUTO DE	FEB 28 2022	MARCH EFT S/C	000431	2022-02-28	2022-03-31	25.00
			02-1094-5146 MARCH EFT S/C				25.00
090454	TD CANADA TRUST AUTO DE	MARCH 2022	APRIL EFT S/C	000438	2022-03-31	2022-04-28	25.00
			02-1094-5146 APRIL EFT S/C				25.00
Vendor Total							50.00
090994	TELIZON INC.	03500520220313	ACCT#35005 - FIRE MARCH	000432	2022-03-13	2022-03-31	115.04
			02-1094-5120 ACCT#35005 - FIRE MARCH				115.04
090994	TELIZON INC.	03500520220413	ACCT#35005 - FIRE APRIL	000439	2022-04-13	2022-04-28	115.70
			02-1094-5120 ACCT#35005 - FIRE APRIL				115.70
Vendor Total							230.74
000052	TORONTO DOMINION VISA (M	MAR 7 2022	BEST BUY SANDISK	000428	2022-03-07	2022-03-16	24.85
			02-1094-5142 BEST BUY SANDISK				24.85
000052	TORONTO DOMINION VISA (M	APRIL 5 2022	AMAZON PURCHASES	000440	2022-04-05	2022-04-28	429.89
			02-1094-5160 AMAZON LIFE JACKET				224.92
			02-1094-5114 AMAZON LED LIGHT				204.97
Vendor Total							454.74
090441	TOWNSHIP OF MULMUR	038245	FEBRUARY FUEL USAGE	000429	2022-03-02	2022-03-16	77.49
			02-1094-5112 FEBRUARY FUEL USAGE				77.49
090441	TOWNSHIP OF MULMUR	0038257	INTELLICORE MICROSOFT 365	000433	2022-03-17	2022-03-31	625.21
			02-1094-5142 INTELLICORE MICROSOFT 365				625.21
090441	TOWNSHIP OF MULMUR	0038264	MAXIMUM SIGNS	000433	2022-03-25	2022-03-31	137.38
			02-1094-5115 MAXIMUM SIGNS				137.38
090441	TOWNSHIP OF MULMUR	0038526	MARCH FUEL USAGE	000436	2022-04-06	2022-04-19	118.72
			02-1094-5112 MARCH FUEL USAGE				118.72
090441	TOWNSHIP OF MULMUR	0038527	TWO COMPUTERS, MONITOR	000436	2022-04-06	2022-04-19	1,095.00
			02-1094-5142 TWO COMPUTERS, MONITOR				1,095.00

# Accounts Payable

AP Operation Approval List Mar 11 - May 13

Vendor 000000 Through 999999

Invoice Entry Date 2022-01-01 to 2022-05-13 Paid Invoices Cheque Date 2022-03-11 to 2022-05-13

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
Vendor Total							2,053.80
000063	UPS CANADA	00000180E6152	FIVE9 RADIO DELIVERY	001026	2022-04-09	2022-04-28	46.95
			02-1094-5116 FIVE9 RADIO DELIVERY				46.95
000345	WORKPLACE SAFETY & INSUFMARCH 2022		WSIB - 1ST QTR	000434	2022-03-18	2022-03-31	1,669.81
			02-1094-5105 WSIB - 1ST QTR				1,669.81
Unpaid Invoices							0.00
Paid Invoices							18,753.84
Invoices Total							18,753.84
Selected G/L Account Total							18,753.84

**Ministry of the Solicitor General  
Office of the Fire Marshal**

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère du Solliciteur général  
Bureau du commissaire des incendies**

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
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Télééc.: 647-329-1143



MEMORANDUM TO: Heads of Council / Chief Administrative Officers

FROM: Tim Beckett  
Acting Ontario Fire Marshal

DATE: April 14, 2022

SUBJECT: O. Reg. 343/22: Firefighter Certification

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Dear Heads of Council and Chief Administrative Officers,

I am writing to provide an update on the work that we have been doing on firefighter certification under the [Fire Protection and Prevention Act, 1997](#).

I am pleased to let you know that O. Reg. 343/22: Firefighter Certification has been filed under the Act. It is available on e-Laws [here](#).

Throughout the consultation period, we received tremendous feedback and support from municipalities, fire chiefs, and partner associations including the Ontario Association of Fire Chiefs, Ontario Professional Fire Fighters Association and the Fire Fighters Association of Ontario. The Office of the Fire Marshal (OFM) has been working collaboratively with all partners to understand the regulation and how the OFM can best support departments at the local level throughout the implementation period.

The final regulation reflects changes related to exceptions, transition, and certification standards in response to feedback received during the Regulatory Registry posting period and during the municipal technical briefings. This feedback assisted in finalizing the firefighter certification regulation, which provides flexibility for local municipalities, while supporting firefighter and public safety.

With this regulation, we are not asking that firefighters train to higher levels than they already are. Certification is a process of verification, ensuring that a firefighter is trained to the standard they are required to perform, as set out in the level of service determined by a municipal council or territory without municipal organization.

Mandatory certification in Ontario will validate the training that firefighters receive and, in turn, will create safer communities.

Many of the comments received with respect to implementation have also been or will be addressed in the coming months. For instance, to address capacity pressures within the OFM, we are already increasing the staff complement for both the Ontario Fire College (OFC) and our Academic Standards and Evaluation Unit. This will ensure that we can respond to the current and ongoing demand for training and certification across Ontario.

We also continue to refine and enhance both our Adjunct Instructor and Regional Training Centre models to meet provincial demand. Learning Contract accessibility has been expanded allowing fire departments that already train together to continue to do so in order to achieve certification. The OFC will also be working with fire departments to increase their own internal training capacity and will be exploring opportunities to provide additional training for senior officers through upcoming seminars, conferences and webinars.

At the same time, we heard from many departments that purchasing textbooks and other training essentials is challenging. We have therefore explored options with the Fire Marshal's Public Fire Safety Council (FMPFSC) to look at supports that they can provide on the procurement of textbooks and other materials. The FMPFSC is supportive of the certification file and will be finalizing options that will be communicated to fire departments shortly.

I am pleased that we have been able to work so collaboratively with municipalities, fire departments, and other partners to have this regulation finalized. With a long implementation window, we are confident that certification is achievable and look forward to working with firefighters across Ontario as this regulation is operationalized.

Sincerely,

Tim Beckett  
Acting Fire Marshal

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety