



## **SHELburne & DISTRICT FIRE BOARD**

April 5, 2022

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 838 5423 8403) on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

#### 1. **Opening of Meeting**

1.1 Chair, Walter Benotto, called meeting to order at 7:00 pm.

#### 2. **Additions or Deletions**

None.

#### 3. **Approval of Agenda**

##### 3.1 **Resolution # 1**

Moved by J. Horner – Seconded by E. Hawkins

#### **BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

#### 4. **Approval of Minutes**

##### 4.1 **Resolution # 2**

Moved by S. Hall – Seconded by G. Little

#### **BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of March 1, 2022 as circulated.

**Carried**

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No questions.

7. **Delegations / Deputations**

7.1 Michelle Adams, CPA, CA, Senior Accountant, RLB

**Resolution # 3**

Moved by M. Mercer – Seconded by G. Little

BE IT RESOLVED THAT:

Leave be given to Michelle Adams, Senior Accountant, from RLB to address the Board.

**Carried**

Michelle Adams, Senior Accountant, RLB reviewed the draft Financial Statements with the Board.

8. **Unfinished Business**

8.1 None.

9. **New Business**

9.1 Draft Financial Statements, RLB

**Resolution # 4**

Moved by S. Hall – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne & District Fire Board accept and approve the Draft Consolidated Financial Statements for the year end of December 31, 2021 prepared and presented by RLB.

AND THAT the Secretary-Treasurer be authorized to sign the representation letter.

**Carried**

## 9.2 2021 Operating Budget Surplus

### **Resolution # 5**

Moved by J. Horner – Seconded by S. Hall

BE IT RESOLVED THAT:

The 2021 surplus of \$90,317.91, be transferred to the capital account and operating reserve account. The amount of \$35,000.00 to an operating reserve account and the balance of \$55,317.91 to the capital account.

**Carried**

## 10. **Chief's Report**

### 10.1 **Monthly Reports (March 2022)**

There was a total of 21 incidents for the month of March.

### 10.2 **Update from the Fire Chief**

The Chief advised that there were 10 inspections completed and 1 in progress.

The Chief participated in the Shelburne Public Library's "Community Reader" program. The Chief reviewed 2 site plans for the Town of Shelburne planning department and reviewed the Town of Mono's proposed fireworks by-law.

## 11. **Future Business:**

### 11.1 2021 Annual Report.

## 12. **Accounts & Payroll – February 2022**

### 12.1 **Resolution # 6**

Moved by E. Hawkins – Seconded by S. Hall

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$25,392.16 for the period of February 25, 2022 to March 30, 2022 as presented and attached be approved for payment.

**Carried**

14. **Confirming and Adjournment**

14.1 **Resolution # 7**

Moved by M. Mercer – Seconded by S. Hall

**BE IT RESOLVED THAT:**

All actions of the Board Members and Officers of the Shelburne and District Fire Board of Management, with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed; And each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed.

**Carried**

14.2 **Resolution # 8**

Moved by S. Hall – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 7:43 pm to meet again on June 7, 2022 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

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Walter Benotto  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of April 5, 2022

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Heather Foster		X
Gail Little	X	
<b>Town of Mono</b>		
Sharon Martin		X
Fred Nix		X
<b>Township of Melancthon</b>		
Vacant		
Margaret Mercer	X	
<b>Town of Shelburne</b>		
Walter Benotto	X	
Shane Hall	X	
<b>Township of Mulmur</b>		
Earl Hawkins	X	
Janet Horner	X	
<b>Staff</b>		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief	X	
Nicole Hill – Sec/Treas.	X	